

A handbook in . . .

HOME ECONOMICS

JUNIOR HIGH SCHOOL GRADES VIII and IX



NAME.....

SCHOOL

Published by
THE INSTITUTE OF APPLIED ART LTD.
Educational Publishers
EDMONTON - ALBERTA

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A HANDBOOK IN HOME ECONOMICS

FOR JUNIOR HIGH SCHOOLS

PREPARED BY MEMBERS OF THE HOME ECONOMICS STAFF
JUNIOR HIGH SCHOOLS, EDMONTON, ALBERTA

Copyrighted, Canada, 1943

Revised 1966

The Institute of Applied Art Ltd.

Edmonton, Canada

Published by
THE INSTITUTE OF APPLIED ART LTD.
Educational Publishers
EDMONTON - ALBERTA

Reference Material

Food Guides	Miss E. Perdue Public Health Nutritionist Division of Social Health Service Government of Alberta Edmonton, Alberta	Tex-Made Manual Dominion Textile Co. Ltd. 1950 Sherbrooke St. W. Montreal, Canada
Stitch-in-Time	Grain in Fabric Pamphlet Educational Department J. & P. Coats (Can.) Ltd. 421 Pie IX Blvd. Montreal 2, Que.	
Sewing Secrets	\$1.25 per book or 5c leaflet —	Educational Department
The Learn How	.29	J. P. Coats (Can.) Ltd.
100 Embroidery Stitches	.29	P.O. Box 519
Huck Weaving	.29	Montreal, P.Q.
Huck Weaving	.35	
Gingham Embroidery	.35	

ATTENTION STUDENTS

Suitable clothes must be worn to class. No slacks, jeans, etc. will be permitted. Bring a clean apron properly ironed for each lesson.

For Safety Reasons

NOTE: No ruffles, plastic or nylon aprons, no bulky sweaters, if a cardigan is worn it must be buttoned. These are fire department regulations and must be adhered to.

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HOUSEKEEPER

References:

America's Housekeeping Book—New York Herald Tribune Home Institute.

Housekeeping Work Book—Balderston.

Food, Nutrition and Home Management Manual—Province of British Columbia.

Bulletins.

Betty Bissell Book of Home Cleaning—Bantam Books, New York.

Duties of Housekeeper Group

In the housekeeper group you are the housekeeper for your class. You will do any housekeeping work necessary to the neatness and cleanliness of the Home Economics room. Your instructor assigns such work to you.

Your group is also responsible for the laundering of school linens. A good housekeeper checks regularly for needed supplies, lists these and gives the list to her instructor. You may be asked to shop for some of these supplies. When supplies arrive the housekeeper checks them with the bill. If anything is listed on the bill but has not arrived notify your instructor. If the bill checks correctly list the items in the account book. Check addition. Have the instructor sign the bill and file it.

CLEANING AGENTS USED IN LAUNDERING

Bleaches:

Sunshine
Commercial Bleaches
Ammonia
Bluing

Water Softeners:

Ammonia
Commercial Water Softeners

Cleaning Agents:

Washing Soda
Soaps—Bar
Granulated or Powdered
Detergents

NOTE—Most detergents are alkalies which remove dirt from whatever they are intended to clean.

Soap emulsifies the dirt and carries it into the water. Clothes washed with soap require rinsing.

Stain Removers — Stain removers are classified as:

Solvents—Alcohol
Acetone
Commercial Solvents
Absorbents—Cornstarch
Bleaches—Chlorine Bleach
Hydrogen Peroxide
Commercial Bleaches

STAIN REMOVAL

Remove stains before putting clothes in wash water as hot water and suds often set stains.

Try simple methods first e.g. cool water. (It is wise to try the solution on an inside seam).

The following are some methods for removing common stains from washable garments.

Coca-Cola—Soak fresh stains in cool water. Wash in warm suds and rinse. For old stains which have turned brown use an appropriate bleach.

Grass—Rub in thick hot suds. If stain persists use a commercial bleach.

Tea or Coffee—If there was milk or cream in the tea or coffee, rinse well in cool water, then stretch article over a bowl and pour boiling water from a height.

Cocoa or Chocolate—Wash in cool water then in hot suds. If stain persists use a mild bleach.

Lipstick—Place stain over a pad or blotter and sponge with a solvent, then wash in hot suds.

Nail Polish—Apply polish remover with a soft cloth then wash in hot suds. If stain persists use a mild bleach.

Gum—Rub with ice. Scrape off as much gum as possible. Sponge with alcohol or safe dry cleaning solution.

Fruit Juice—Stretch stain over a bowl. Pour boiling water from a height.

Ballpoint—Place stain over a soft pad or a blotter. Sponge with alcohol changing pad as it absorbs stain. Launder.

Blood or Meat Juice—Soak in cool water, then launder in warm suds. If stain persists use a mild bleach.

Grease, Oil or Tar—Rub lard into the stain, then launder in thick suds. Remove any remaining stain with a mild bleach.

Milk or Ice Cream—Soak in lukewarm water then launder.

Candle Wax—Scrape off excess wax. Place stain between blotters and iron with a warm iron. Launder. Remove any remaining dye stains with ordinary household bleach.

LAUNDERING OF SCHOOL LINENS

Washing:

1. Sort laundry.
 - (a) Table linens, sheets, pillow slips, white aprons.
 - (b) Tea towels, dish cloths, bath towels.
 - (c) Cleaning cloths and dusters.
2. Check clothes for stains. Use special care with table linens.
3. Take out stains following instructions given in reference books or in stain removal bulletins.
4. Prepare wash water. Fill machine to water line with hot water. Add soap flakes, granulated soap or a commercial detergent, to make a good suds (approximately $\frac{1}{4}$ cup to a tub of water).

It may be necessary to add ammonia powder in some areas to soften the water.
5. Fill rinse tub about $\frac{3}{4}$ full of warm water.
6. Put Group (a) into suds. Start machine. Allow machine to run for 10 minutes.
7. Put clothes through wringer.
8. Empty wash water. Return clothes to machine. Add clear water and machine rinse—run machine 8 to 10 minutes. Some commercial fabric softeners are valuable when added to final rinse to soften fabrics such as towels, sweaters, etc.
9. Put rinsed clothes through wringer.
10. Shake out any wrinkles. Hang clothes on drying racks or lines to dry.

Some clothes require starching. Consult your instructor as to whether you need to starch any found in your laundry for the day. If starching is necessary, follow the instructions on the starch container and make sufficient starch for your needs.

Starch and wring out clothes before hanging them to dry.

Use and Care of Wringer:

1. Make sure wringer blocks are in place before tightening wringer.
2. Straighten each article before feeding it into rollers and also as it goes through them to avoid lumping or catching.

3. Fold buttons and buckles to inside, close zippers and put them through straight.

4. Stop wringer immediately if clothes start winding around it.

Wringer should be at medium for table linens to avoid wrinkles which are hard to iron out.

6. Leave a cloth between the rollers when laundering is finished.

7. Release pressure on wringer.

Care of Washing Machine (Electric):

1. Disconnect cord.
2. Empty, wash and dry out washing machine.
3. Put one gallon of clear water through draining pump after emptying tub. Drain hose by lowering it into a pail.
4. Wrap electric cord around arm supplied for that purpose.

To Sprinkle Clothes:

1. Sort clothes to be dampened.
2. Fill sprinkling bottle with warm water. Warm water is more easily absorbed than cold.
3. Shake out clothes, pull corners of flat pieces, such as serviettes, straight with grain of
4. Roll tightly or fold. Place several serviettes or handkerchiefs in one roll to save space. material, sprinkle evenly.
5. When all the laundry is sprinkled, roll into a large towel or other cloth.
6. Let stand at least $\frac{1}{2}$ hour before ironing.

Note: Sprinkle only the amount of laundry you can iron in the time available. Fold any extra without dampening it. Clothes left damp may become mouldy, especially in hot weather.

To Iron Flat Pieces:

1. Set the regulator for the fabric to be ironed. Plug the iron in, being careful to hold the plug—not the cord.
2. Shake out article to be ironed. Pull edges straight with the grain of the material.
3. Place wrong side up on a well padded board. Iron until nearly dry, starting on edges, finishing with centre to keep article flat.
4. Turn and finish on the right side.
5. For embroidered linens, turn again and press embroidery to make it stand out.

Folding Linens:

- (a) **Towels.**

Fold in thirds lengthwise. Hang on rack to air until dry before putting them away.
- (b) **Serviettes and Handkerchiefs.**

Small—Fold in quarters. Press flat.

Large—Fold in quarters lengthwise. Fold again in quarters crosswise so that embroidery or initials are in the lower right hand corner.

(c) **Place Mats, Tray Cloths.**

If fringed, brush out fringes. Leave flat to dry and put away.

(d) **Small Table Cloths.**

Small table cloths should have a paper placed on top before folding. The paper tends to prevent creasing. **Do not press in folds.**

TO IRON A LARGE TABLE CLOTH

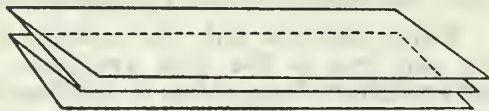
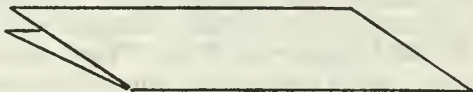
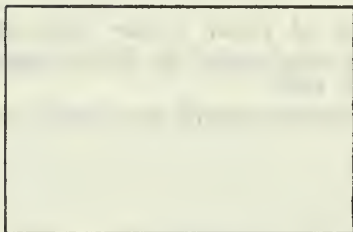


Fig. 1

Iron on the wrong side.

Fold in half lengthwise. Iron both sides on the right side. Fold halves in opposite directions as shown in the diagram. Hang to dry and fold to fit drawer.

Small Serviettes

(a) Pull the linen straight with hems or fringed edges.

(b) Place on the ironing board and iron half dry on the wrong side. Begin by ironing the edges first then the centre to keep it flat

(c) Turn and iron dry on right side.

(d) If fringed, brush out fringes.

(e) For small serviettes fold in quarters and press flat.

To Iron Large Serviettes

(a) Pull the linen straight with the hems

and selvages. Place the serviette on the board wrong side up with the monogram or initial in the upper right hand corner.

(b) Iron until dry. Begin by ironing the sides first, then the centre to keep the linen flat.

(c) Fold the lower edge almost to the upper edge. Iron.

(d) Fold the lower edge to the upper edge again. Iron.

(e) Fold the left side of the serviette almost to the right. Iron.

(f) Fold the left side of the serviette to the right again. Iron.

(g) Turn and press other side of square.

Bath Towels

Bath towels should not be ironed. Fold them in thirds lengthwise, and then crosswise.

Laundering of Nylon and Orlon

1. Turn wrong side out.
2. Use hot water with detergent. One T. to 1 quart water.

3. Squeeze suds through fabric.

4. Rinse thoroughly in hot water. Roll in bath towel. Unroll at once.

5. Press on wrong side when dry or when slightly damp with barely warm iron. Too warm an iron will damage nylon or orlon.

To Iron a Blouse:

Iron a blouse in this order:

1. Any trimmings such as ties, tucks, etc.

2. Yoke part—fold flat and iron until it is dry.

3. Collar—iron it first on the wrong side, then finish on the right. Start from the outside and work toward the centre.

4. Iron the cuffs the same as you did the collar.

5. Push point of iron into gathers.

6. Iron the back of the blouse first, then buttonhole side of the front, then iron the button side.

7. Lastly, iron both sides of the front pleat.

To Iron Gathers:

Iron from the bottom to the top. Push the sharp point of the iron into the gathers.

Laundering of Woolen Garments:

Since wool is an animal fibre it requires special care in laundering if it is to retain its size and softness.

Note:

1. Hot water melts the cells and causes shrinkage.

2. Rubbing mats the wool.
3. Strong soap and insufficient rinsing causes yellowing and hardening of wool.

General Rules:

1. Turn out pockets and turn down cuffs, brush any dust or dirt from these.
2. Shake the garment to remove loose dust. Mark any large spot with white thread.
3. Prepare a lukewarm suds using a mild soap or detergent.
4. Squeeze the garment through the suds paying particular attention to soiled areas such as collars and cuffs, etc.
5. Prepare fresh suds and wash again as in 4.
6. Rinse in two successive clear rinses. One T. ammonia or suitable commercial rinse may be added to second rinse.
7. Squeeze out all excess water.
8. Hang in the shade away from direct heat or sunlight.
9. When dry, iron on the wrong side using a medium heat. Iron over a pressing cloth. A hot iron may scorch the wool.

Laundering of Knitted Woolen Garment such as a Sweater:

1. Place the garment on a sheet of brown paper. Draw an outline of it, unless garment has stretched.
2. Follow steps 1 to 7 of "General Rules for Laundering a Woolen Garment."
3. Roll the garment in a bath towel to absorb excess water.
4. Remove from towel. Shake garment to remove wrinkles. Turn wrong side out.
5. Place on brown paper outline and pat into correct size and shape.
6. Allow to dry away from direct sunlight or heat.

It is not necessary to press sweaters.

To Press a Woolen Garment

Equipment:

- A heavy pressing cloth
- A whisk
- Vinegar solution (2 tsp. to 2 cups water). Make this in a basin.

1. Brush and shake the garment thoroughly out doors to remove the dust.
2. Remove the grease spots.
3. Dip a small cloth in the vinegar solution; squeeze out the excess water and sponge the garment lightly.
4. Brush well again.
5. Wring a pressing cloth out of water —

If a steam iron is to be used, then a pressing cloth is not necessary.

6. Place over the woolen garment and press until the pressing cloth is almost dry.

7. Remove the cloth. Brush away the steam. Move the garment on the board and continue pressing until there are no creases left and no shine.

8. Hang the garment up to dry.

To Iron Shirts or Tailored Blouses

1. Iron yoke part over shoulders and back first.

2. Iron collar, the wrong side first then the right side; start at the outside and iron towards the centre.

3. Fold the collar and then press again on the right side.

4. Iron cuffs and sleeves next. Iron cuffs partly dry on wrong side and then entirely dry on right side.

5. Iron back of shirt to yoke or neck band.

6. Iron fronts. Be sure to dry out front facings well.

7. Iron seams dry. Damp seams will pucker.

8. Fasten collar button to hold collar in place.

9. Fold according to illustration, or hang on hanger.

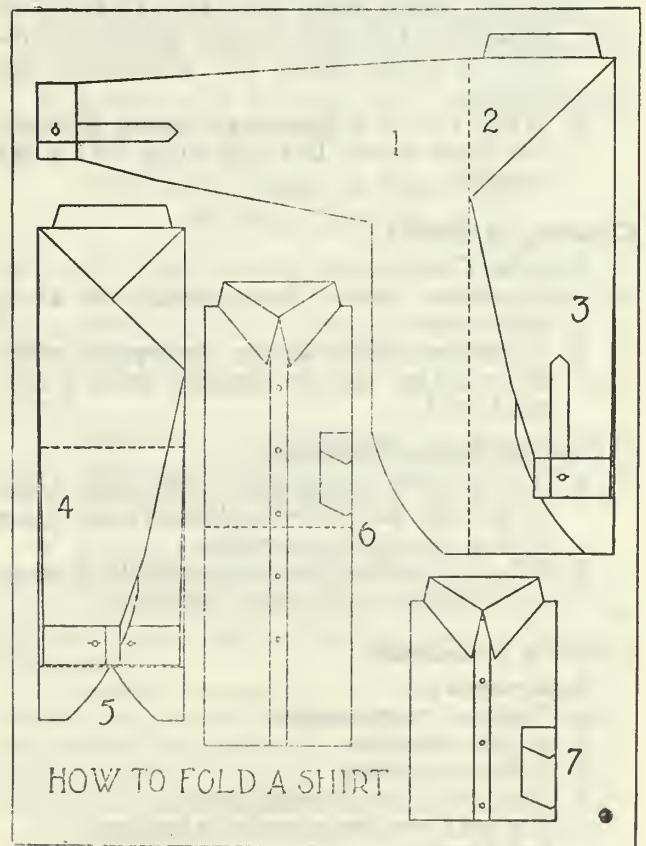


Fig. 2

Cleaning of Metals:

Metals are usually cleaned by rubbing with an abrasive. Soft metals such as silver require a fine abrasive, e.g., whiting, commercial cleaners. Hard metals such as steel may be cleaned with coarse abrasives, e.g., fine sand, commercial cleaners.

If a commercial cleaner is used read the directions carefully to make sure for what metals it is intended.

Cleaning of Steel Knives:

Equipment needed:

1. Cleaning agent—a coarse abrasive.
2. A cork or a cut potato.
3. A bowl of warm water (if a cork used).
4. A work board—vegetable board may be used.
5. Newspapers.
6. Pan of soapy water.
7. Pan of rinse water.
8. Tea Towel.

Method:

1. Spread work table with newspapers.
2. Place knives, cleaning agents etc., conveniently, e.g., bowl of water best above and to right of board.
3. Sprinkle a little cleaner on to board. Dip cork into water, then into cleaner.
4. Holding knife firmly with blade on work board, scour with cork and cleanser or potato and cleanser until stains are removed. Some stains are difficult to remove.
5. Wash knives in hot soapy water. Rinse in hot clear water. Dry and shine with a tea towel.

Cleaning of Silver:

Regular Care:

1. Separate knives from forks to avoid scratching.
2. Wash in mild soap or detergent; rinse thoroughly; dry thoroughly using a soft tea towel.

Special Care—Polishing:

1. Apply silver polish with a soft damp cloth or sponge. Rub flatware lengthwise, never with a circular movement.
2. After polishing wash thoroughly in soap or detergent suds, rinse and dry.

Cleaning Aluminum:

Equipment:

1. Basin of warm water.
2. A fine abrasive.
3. Polishing cloths.
4. Steel wool or cleaning pads.
5. Vinegar or commercial aluminum brightener.

Method:

1. Wash pans.
2. Dip a soft cloth into warm water then into a fine abrasive.
3. Rub any stained area briskly with abrasive. If badly stained, steel wool or cleaning pads may be used.
4. Rinse with hot soapy water.
5. Rub with a soft cloth dipped into vinegar to make aluminum shine.
6. Rinse in hot water. Polish with a dry towel.

Note: Never use washing soda or ammonia or other alkali on aluminum as these darken and discolor it. If used frequently they eat into the aluminum leaving holes or pitted spots on the surface.

Cleaning Bread and Cake Boxes:

Equipment:

1. Basin.
2. Hot water.
3. Baking soda.
4. Dish cloth.
5. Tea towel.

Method:

1. Empty all crumbs from box.
2. Put 1 Tablespoon baking soda into basin. Add 1 quart hot water.
3. Wash out box with soda solution.
4. Rinse with clear hot water (boiling if possible).
5. Dry thoroughly. Air in sunshine if possible. Scalding with boiling water and exposing to sunlight tends to overcome mustiness and mould.

Cleaning Sinks:

(a) Porcelain or Enamelled Sinks:

Equipment:

1. Cleaning cloths, paper towels or newspaper.
2. Fine abrasive.
3. Detergent.
4. Hot water.

Method:

1. Wipe any grease from the sink with a crumpled paper towel or newspaper.
2. Wash out with hot water and soap or detergent.
3. Sprinkle fine abrasive on stained parts. Scour, using a soft wet cloth.
4. Rinse with hot clear water.
5. Dry with a soft dry cloth.

(b) Stainless Steel Sinks:

1. Wash with hot water and soap or a commercial detergent.
2. Rinse with clear hot water.
3. Dry.

(c) **Taps:**

Nickel or chrome taps may be polished using a soft cloth and a fine abrasive. For daily care keep them shining by using suds of some detergent after each meal's dishes are done.

Cleaning of Garbage Pails:

Equipment:

1. Soap flakes or detergent.
2. Scrubbing brush.
3. Cleaning cloths.
4. Hot water.

Method:

1. Empty garbage pail.
2. Put one tablespoon soap flakes or detergent into garbage pail.
3. Add hot water to $\frac{1}{2}$ fill pail.
4. Use scrubbing brush and cleaning cloth to scour sides and bottom of garbage pail.
5. Empty soapy water.
6. Rinse with clear hot water. If there is any odour in pail a disinfectant should be used to rinse out pail. Then re-rinse with clear water.
7. Dry pail with cleaning cloth.
8. Line bottom and sides of pail. Large bags may be used to line garbage pails. If bags are used put several layers of newspaper in the bottom of the pail first. Most garbage pails are made of galvanized iron.

Cleaning Windows or Mirrors:

Method 1—Equipment:

1. Basin.
2. Ammonia—powdered or liquid.
3. Warm water.
4. Duster.
5. Soft polishing cloth.

Method:

1. Put two teaspoons ammonia powder or one tablespoon liquid ammonia into basin. Add one quart warm water.
2. Dust mirror or window with a dry duster. Don't forget the window ledges.
3. Dip a soft cloth into ammonia solution. Wring as dry as possible.
4. Wipe glass carefully. Rinse and wring cloth as directed (3).
5. Wipe glass again.
6. Shine with a soft dry cloth or chamois.

Method 2—Equipment:

1. Basin.
2. Warm water.
3. Soft wash cloth.
4. Soft polishing cloth or chamois.
5. Commercial detergent.
6. Duster.

Method:

1. Put one tablespoon detergent in basin.

2. Add 1 to $1\frac{1}{2}$ quarts hot water.
3. Dust mirror, or window—remember the ledges or frames.
4. Dip wash cloth into suds. Wring as dry as possible. Water may seep into the frames if cloth is very wet.
5. Wipe window or mirror carefully.
6. Dip cloth in suds again, wring out moisture, and wipe glass again until clean.
7. Polish with a dry polishing cloth or chamois.

Cleaning Painted Woodwork or Walls:

Method:

1. Dust walls or woodwork with a dry cloth.
2. Following directions on container, clean paint doing a small area at a time, working from the top down towards the bottom.
3. Dry with a clean soft cloth. It is best to have several clean drying cloths.
4. Apply a cream wax with a soft cloth or cheese cloth. When wax is dry an extra shine may be added by rubbing with a soft dry cloth.
5. Put away supplies. Wash and put away cleaning cloths and basin.

Waxing a Polished Surface:

1. Wipe off any stains with a damp duster.
2. Apply furniture wax with a soft cloth.
3. Let wax dry thoroughly—approximately $\frac{1}{2}$ hour.
4. Polish with a clean soft cloth, rubbing with the grain of the wood.

USE AND CARE OF ELECTRIC REFRIGERATOR

How and where to keep foods:

1. Meat, steaks and chops to be kept for short periods—a day or two, may be placed in chill drawer or in a food compartment.
2. Extra ice cubes may be kept in chill drawer.
3. Milk and tall bottles may be placed in the bottle space next the half shelf. Wash and dry containers before storing them in the refrigerator.
4. Butter, leftovers, and any foods which are apt to dry out should be stored in covered dishes. Cheese should be wrapped in waxed paper. Do not wash eggs before placing them in the refrigerator.
5. Leafy vegetables should be washed, drained and stored in hydrator. Carrots beets, etc., should be washed, trimmed and drained before storing. Tomatoes and cucumbers should be washed and dried before placing in hydrator.
6. Fruits may be stored in the hydrator or in some other container on a shelf.

If hydrator space is limited vegetables may be washed and stored in clean pliofilm bags.

Use the Cold Control on whatever setting suits your food needs.

For freezing set at No. 3.

To hold food frozen set at No. 2.

If you are going away for a few days set at B or C. This keeps a satisfactory temperature if the door is not being opened.

To Defrost

The Defrost setting is used for regular or overnight defrosting.

For Fast Defrosting

1. Remove all trays from freezer. Remove anything that has been placed in the chill drawer and close season control to cover vent space.

2. Turn the control to **off**.

3. To speed up defrosting place a pan of warm water in the freezer. **Do not put hot water in the ice cube trays.** This may damage waxed surface.

4. **Do not use a sharp instrument** to remove frost. As frost melts it will drain into chill drawer.

5. When all frost has melted and water has been emptied, wash, dry, and replace chill drawer, with Season Control in its proper position. Reset cold control. Clean your refrigerator when it is being defrosted.

To Clean

1. Wipe outside of cabinet with a damp cloth. If necessary wash with mild soap and warm water. Polish with liquid wax.

2. For interior equipment: Use a solution of one teaspoon of soda to one quart of warm water. Rinse with clear warm water. Dry with a soft cloth.

3. Inside molding trim: The molding should be cleaned by wiping with a damp cloth and mild soap or detergent.

4. Rubber door seal: Use clean warm water and soft cloth.

PROPER USE AND CARE OF THE GAS RANGE

Remember that the improper use of equipment may cause accidents. Learn how to use the regulator and how to light all burners before starting to use a range.

When Baking:

1. For one-rack baking, place rack about one-third of way from bottom of oven. If more than one rack is used they should be placed far enough apart so heat can circulate freely between pans on them.

2. Pans for such foods as cakes, pies and breads should be placed so that there is at least one inch space around pans or between them for complete circulation of convective air currents. When using three or more pans on two racks, place pans in staggered position so as not to interfere with oven heat circulation. Overcrowding of pans in an oven produces "hot" or "cold" spots and uneven baking results.

3. Cake, cookie and muffin tins should be of a bright shiny tin or aluminum for even baking results. N.B.—Avoid using black tins or pans which have darkened. The dark surfaces absorb extra heat which result in overcolored food areas.

4. Pyrex gives excellent results for pies or casserole dishes. However, it is suggested that the oven temperature be lowered 25° if pyrex pans are used for baking rising foods. This lessens the possibility of a crusty outside surface which is likely to occur, since pyrex absorbs and holds extra oven heat as compared with a tin pan of the same size.

5. Allow the full baking time called for by the recipe. Do not peek into the oven during cooking period, as this allows the escape of top heat so necessary for the proper browning of baked foods, which occurs during the **last** few minutes of the cooking time.

For Top-of-the-Range Cooking:

1. When cooking vegetables, cook quickly in small amount of water so as to form a generous amount of steam. Pots and pans with tight-fitting covers are most economical to use. Size or shape of pan is not of importance as the burner flame can be adjusted to fit the size of the pan.

2. Place utensil over burner before lighting. Bring food to the boiling point with full flame, then reduce flame until liquid continues to boil gently, or with the simmer type burner turn the valve till it clicks, indicating that the flame has been reduced for simmering. Rapid boiling of water does not hasten cooking as the temperature of water cannot be raised above 212°F.

3. Keep the burners clean and the port holes well opened so as to ensure a perfect flame. A proper flame has a well rounded inner blue cone surrounded by an almost colorless blue envelope. Gas should not burn with a yellow light.

4. Avoid "boil overs" as they plug the holes in the burners.

5. Do not put a hot pan on the porcelain or enamel without an asbestos mat.

6. Do not place wet dishes, bottles, or glasses on the enamel or porcelain surface. Acids from fruit juices, tomato juice, milk, vinegar, etc., leave a permanent stain.

7. Do not use a cold cloth on a hot range as this dulls the lustre and checks the enamel.

Stoves — These can be cleaned while cooks are getting ready.

1. The white enamel of the range is really glass baked on steel, and may be kept clean and bright by merely wiping with a damp cloth when the range is cold. Wipe off any spillovers as soon as they occur using a cloth wrung out of warm water.

2. Top burners, trays and grates may be washed in soap and water using a stiff brush.

3. Top burners should be wiped frequently with a damp cloth and if a port should become clogged, it can be opened with a pipe cleaner.

4. If spillovers occur in the oven, clean as soon as it is cooled. Food burned slightly on the finish may be removed by covering the spot with a cloth dampened with household ammonia. Allow this to remain until the cloth is dry, then wash the range part with soapy water. In all models, the oven bottom may be removed for cleaning. Care should be taken to keep the insulating material on the underside dry.

5. All parts of the gas range are easily accessible for daily care as well as for the more thorough cleaning required by all good equipment. This latter will depend on how much use is given to a range and how well it has been taken care of after each use. Proper use of a range will keep cleaning at a minimum.

USE AND CARE OF AN ELECTRIC STOVE

How to Use Your Oven:

1. The switch controls the heaters; when set to "Pre-Heat" bottom heater is on full, and outer coil of top heater is used. When set to "Bake" the bottom heater alone is on, and when set to "Broil" the entire top heater alone is used.

2. The thermostat controls the temperature at which the oven is maintained, the pilot light is on when the current is on, and off when the current is off. For instance, if you turn the oven on and set the thermostat at 400 degrees, the light will be on until the oven has reached that temperature. When the light goes out you know the oven has reached the temperature set on the thermostat. The light then will only come on for a few minutes every now and then, in order that the oven will be maintained at that temperature throughout the cooking period.

3. Food should always be evenly spaced in order to ensure the best circulation of air inside the oven. Do not allow utensils to touch each other or the sides or back of the oven as this causes increased heat at the point, due to conduction.

4. For roasting meat the oven switch should be set at "Pre-heat", that is, both top and bottom heaters on; the cooking started from a cold oven.

5. For baking, set the oven switch to "Pre-heat" until the desired temperature is reached, then turn to "Bake" when putting in the food.

Cleaning Your Oven:

1. Before cleaning, make sure that all switches are turned to "Off".

2. If, during the cooking, either food or grease has been spilled, the oven should be cleaned after the range has cooled. Unless this is done, odours and smoke are bound to occur when the oven is reheated, and in time the food stains will be so burnt to the enamel that they will be impossible to remove.

3. To clean the top of the oven, lower the top heater by removing the wing nut which fastens the heater frame, at centre front. To clean floor of the oven, release the lower heater by turning the wing nut, located just behind centre front section of lower heater. Both heaters in raising and lowering should be supported by one hand to prevent undue strain on the connecting wires.

4. The porcelain enamel finish can now be easily reached and cleaned in the same way as the rest of the range. When the cleaning process is finished, and before using the range again, make certain both heaters are securely fastened. Wipe the porcelain enamel baffle to which the bottom heater is attached, taking care that the heater wires are not disturbed.

5. The oven shelves can be washed with soap and warm water. If they are badly stained, use a mild household abrasive to remove discoloration. When they are clean, replace the shelves, making certain that the centre cross bar is placed on the under-side.

Caution: Care should be taken not to splash water on the heaters. If, by any chance, they do become wet, do not turn on the power until they are thoroughly dry.

Care of Porcelain Enamel:

The cooking surface is finished in stain resisting porcelain enamel and unless drippings such as grease or lemon juice are left on it, it will not stain.

Porcelain is really glass, and as such has to be given the proper care. To clean it, wipe with a damp cloth or wash with soap and warm water and do so only when the range is cool as it is likely to crack if cold water is used when the porcelain is hot. For difficult spots, use a grit-free household cleaning compound.

If these instructions are followed and direct blows on the enamelled surface avoided, the new appearance of the range will be extended indefinitely.

Porcelain enamel is breakable, and must be handled with care.

Cleaning Utility Drawers:

If you wish to remove utility drawers for easy cleaning, raise front of metal catch at the same time as you pull out the drawer.

COOKING

References:

- Family Meals and Hospitality.
Foods, Nutrition and Home Management Manual—Prov. of British Columbia.
Fundamentals of Home Economics.
Adventures in Home Living—Hatcher and Andrews, Heath Publishing.
Canadian Cook Book.—Patterson & Wattee.
American Woman's Cook Book.
Experiences with Foods, Pollard, Ginn & Co.

If you would like to be a good cook here are some rules you should follow:

1. A good cook reads her recipe from beginning to end to make sure she has all needed ingredients.
2. Look at your menu and decide (a) Which foods will take longest to prepare and cook. (b) Which foods must be served as soon as they are prepared. (c) Which foods will stand preparing ahead of time.
3. A cook always cooks with clean hands, a clean apron, hair tied or netted back.
4. Assemble all required ingredients and equipment, check oven.
5. All measurements must be level and accurate.
6. Mix and cook exactly as directed in the method given in the recipe.

On the first day in your station become acquainted with your working centre and equipment. Study the check lists in the drawers and cupboards to help you find supplies and utensils.

Study all the general directions for the cook's station.

Soaking Pans and Dishes

1. Before washing dishes, soak in cold water any which have contained flour, cornstarch, cereal, milk or eggs.
2. Soak in hot water any dishes which have contained fat or sugar.

Cleaning Work Centre

Equipment:

- | | |
|--------------------------|--------------|
| 2 Dishpans | Scrub cloth |
| Soap flakes or detergent | Drying cloth |

Method:

1. Place soap flakes or detergent into one dishpan. Half fill pan with warm water.

2. In the other pan put clear, warm, rinsing water.
3. Remove equipment from one drawer. Wash drawer with soapy water. Any marks may be removed with a little fine abrasive powder.
4. Rinse the drawer with clear water. Dry with drying cloth until thoroughly dry.
5. Repeat for the other sections of your working centre.
6. Return equipment to proper places according to the check lists.

DISHWASHING

Equipment needed:

- | | |
|--------------------------|----------------------|
| 2 Sinks | Dish cloth |
| Soap flakes or detergent | Draining pan or rack |
| Tea towels | |

Method:

1. After collecting all dishes, scrape and stack them on the most convenient side. Place all glassware together, all silver together, all china together, all pans together.
 2. Use a paper towel to wipe out any greasy dishes or pans.
 3. Partly fill 2 dishpans with hot water. Add a small amount of soap flakes or detergent to one pan to make a suds. The second dishpan of hot water is for rinsing.
 4. Wash the dishes in the proper order: glassware, silver, china, then pots and pans.
 5. Rinse in clear, hot water for easier drying.
 6. Dry well, using fresh towels for glassware and silver.
 7. Put away equipment in proper places according to the check lists.
 8. Wipe the table top, first with soapy water, then with clear water. Dry with tea towel.
 9. Rinse and dry the sinks.
 10. Put soiled towels and dishcloths in the proper place.
- Note:** If using sink for washing dishes, prepare the soapy water in the sink instead of in a dishpan.

DIRECTIONS FOR CLEANING KITCHEN

Equipment:

- | | |
|--------------------------|-------------|
| 2 dishpans | Scrub cloth |
| Soap flakes or detergent | Dry cloth |

Method:

1. Put soap flakes or detergent into one dishpan.

2. Half fill this pan with warm water.

3. Put clear water for rinsing in other pan.

4. Take out the equipment from one drawer.

Wash well with soapy water to remove all the black stains made by the equipment and any spilled food. If the marks are stubborn, a bar of soap rubbed directly on scrubbing cloth will take off almost any stain.

5. Rinse the drawer well to remove soap. Dry well with dry cloth.

6. Allow to dry thoroughly so drawers will not stick when replaced.

7. Repeat for all drawers and cupboards of your working centre.

8. When dry, return check lists and equipment to proper places.

Garbage Disposal:

1. Empty all garbage on a newspaper. N.B. Vegetables and fruit should be peeled on a paper towel on a newspaper.

2. Wrap all garbage carefully.

3. Put it into a lined garbage can.

Cleaning of Garbage Pails

Equipment:

1. Soap flakes or detergent.

2. Scrubbing brush.

3. Cleaning cloths.

4. Hot water.

Method:

1. Empty garbage pail.

2. Put 1 tablespoon soap flakes or detergent into garbage pail.

3. Add hot water to half fill pail.

4. Use scrubbing brush and cleaning cloth to scour sides and bottom of garbage pail.

5. Empty soapy water.

6. Rinse with clear hot water. If there is any odour in pail a disinfectant should be used to rinse out pail. Then re-rinse with clear water.

7. Dry pail with cleaning cloth.

8. Line bottom and sides of pail. Large bags may be used to line garbage pails. If bags are used put several layers of newspapers in the bottom of the pail first. Most garbage pails are made of galvanized iron.

GENERAL INSTRUCTIONS

Care of Milk in the Home:

Milk should be kept Clean, Cool, Covered, and in the Dark.

1. Take care of milk as soon after delivery as possible in order to preserve Vitamin B.

2. Wash and dry the tops of the bottles.

3. Store in refrigerator or other cool, dark place.

4. Always keep milk covered, and away from strong flavoured foods.

5. It is not good practice to return milk from a pitcher to a partially empty bottle.

MEASURING HINTS

Abbreviations

tbsp. or T.—tablespoon.

tsp. or t.—teaspoon.

c.—cupful.

f.g.—few grains.

Measures

3 tsps.—1 tbsp.

12 tbsp.—1 c. (fluid measure).

16 tsps.—1 c. (dry measure).

All measurements should be level.

To measure $\frac{1}{2}$ spoon: Divide 1 level spoon in half lengthwise.

Measure fat by the displacement of water, e.g., to measure $\frac{1}{3}$ c. fat fill cup $\frac{2}{3}$ full of water then add fat until the water reaches the 1 c. mark. Be sure the fat is covered with water. Pour off the water.

1 pound white sugar=2 cups

1 pint=2 $\frac{1}{2}$ cups.

1 pound fat=2 cups.

$\frac{1}{2}$ pound fat=1 cup.

$\frac{1}{4}$ pound fat= $\frac{1}{2}$ cup.

1 medium egg (beaten)=4 T.

Juice of a medium-sized lemon=3 T.

All dry ingredients should be packed lightly into the cup. Fill to overflowing and level off with a spatula.

Always sift flour once before measuring.

When measuring flavouring such as vanilla do not hold the spoon over the mixture.

Note:

1. Fruit or vegetables are sliced or chopped on a **chopping board**. Rinse dry and put away knives as soon as they are used. Never soak with other dishes.

2. To sour milk add 1 T. lemon juice or vinegar to 1 C. milk. Stir. Let stand 10 to 15 mins.

A DICTIONARY OF COOKING TERMS

Au Gratin—Food sprinkled with grated cheese and browned.

Bake—To cook by dry heat in oven.

- Baste**—To moisten food while it is cooking (as meat while roasting) by spooning over it liquid or fat.
- Batter**—A mixture of flour and liquid, or in combination with other ingredients . . . thin enough to pour.
- Beat**—To mix with vigorous over-and over motion with spoon, whip, or beater (to make smooth or incorporate air).
- Blanch**—1. To skin fruit or nuts by immersing in boiling water (3 mins.). 2. To whiten food by plunging into boiling water. French origin.
- Blend**—To mix thoroughly.
- Boil**—To cook in steaming liquid in which bubbles are breaking on surface.
- Bread**—To coat with flour, egg, and crumbs.
- Broil**—To cook directly under heating unit or over fire.
- Brush**—To spread thinly, as with a brush or a crumpled paper.
- Chill**—To allow to become thoroughly cold.
- Chop**—To cut in fine or coarse pieces with sharp knife or chopper.
- Coat**—To cover with thin film as flour, egg and milk, fine crumbs, icing sugar, or crushed nuts. Same as dredge.
- Cool**—Let stand at room temperature until no longer warm.
- Compote**—Sweetened stewed fruit; left whole or in pieces.
- Condiments**—Food seasonings such as salt, pepper, herbs and spices.
- Cream**—To soften fat by rubbing it against the bowl with a spoon, or beating with mixer until it is light and fluffy (creamy).
- Cube**—To cut into solids of 6 equal square sides usually $\frac{1}{4}$ to $\frac{1}{2}$ " in size).
- Cut-in**—To combine fat with dry ingredients using two knives, a fork or pastry blender.
- Dissolve**—Mix dry substances with liquid until in solution.
- Dice**—To cut into very small cubes (about $\frac{1}{4}$ ").
- Flake**—to break lightly into small pieces.
- Fold-in**—To cut down through centre of a batter with edge of spoon or spatula, bringing up close to bowl, then turning over, cutting down through again . . . turning bowl a quarter turn at same time. Repeat until ingredients are blended.
- Fry**—1. Sauté—Cook in a small amount of fat.
2. Deep Fat Fry—Cook in enough fat to completely cover food while cooking.
- Garnish**—To decorate with portions of colorful and contrasting food.
- Glaze**—To add luster to a food by coating with a syrup or jelly—then heating or chilling.
- Grate**—To rub against grater to shred food.
- Grind**—To cut or crush in a food grinder.
- Knead**—To work dough with a pressing motion accompanied by folding and stretching. Or to press dough with palms of hands . . . alternately folding, and pushing, and stretching it.
- Leavening**—agents include baking powder, baking soda, steam, yeast.
- Mince**—To chop or cut into very small pieces.
- Mix**—To combine ingredients, as by stirring.
- Pan-Broil**—To cook uncovered in ungreased or lightly greased hot skillet, pouring off grease as it accumulates.
- Parboil**—To partially cook food in boiling water. The cooking is usually completed by another method.
- Pare**—to cut off outside covering as from apple or potato.
- Poach**—To cook by surrounding with simmering (not boiling) water or other liquid, using care to retain shapes.
- Puree**—1. To press fruit or vegetables through a fine sieve. 2. A smooth, thick mixture made by rubbing cooked foods through a sieve.
- Render**—To free fat from connective tissue over low heat.
- Roast**—To cook by dry heat . . . usually in oven, sometimes in ashes, or on heated stones or metals.
- Roux**—A cooked mixture of flour and butter used to thicken sauces.
- Sauté**—To brown or cook in small amount of fat in skillet.
- Scald**—To heat to temperature just below boiling point.
- Scallop**—To bake in a baking dish, food usually cut in pieces and mixed with a sauce.
- Season**—To add or sprinkle with salt or garlic salt, and pepper to taste.
- Shred**—To tear or cut into small, but long narrow pieces.
- Simmer**—To cook in liquid just below boiling point on top of range.
- Slice**—To cut a thin, flat piece off and across something.
- Steam**—To cook in the steam which arises from a pan of boiling water or other liquid.
- Steam bake**—To cook in the steam which arises from baking dish set in another pan of water for steaming.

FLOUR MIXTURES

Flour mixtures are divided into two classes; batters and doughs, according to the proportion of liquid to dry ingredients.

Liquids include those ingredients in a recipe which are in liquid form during mixing and include milk, water, eggs and molasses and fruit juices. An egg may be considered to be a scant quarter of a cup.

If general purpose flour is substituted for pastry flour use $\frac{7}{8}$ cup of bread flour (1c. less 2 T.) for 1c. pastry flour.

Classification of Flour Mixtures

Type	Amt. Flour	Amt. Liquid	Example
Thin or pour batter	1 c.	1 c.	Griddle Cakes
Thick or drop batter	2 c.	1 c.	Muffins
Soft dough	3 c.	1 c.	Biscuits
Stiff dough	4 c.	1 c.	Pastry

General Rules for Flour Mixtures

1. Follow the recipe exactly.
2. Sift all flour before measuring.
3. If the product is to be baked, check the required temperature and set the oven before beginning to mix.
4. When the batter does not fill all the cups for muffins or cupcakes wipe out grease from unused cups and fill half full with water before putting them in the oven.
5. Sift baking powder or spices with the flour.

Quick Breads

Quick breads are so called because of the use of quick acting leavening agents such as baking powder, baking soda with molasses or sour milk and steam rather than slower acting yeast. They are also called hot breads because they are usually served hot from the oven or hot from the griddle. They include muffins, griddle cakes, fruit loaves and waffles.

BISCUITS AND MUFFINS

Muffin Method:

In the muffin method, all dry ingredients are sifted together into a bowl. All liquid ingredients—milk, eggs, oil or melted fat, molasses are combined. Then the liquid ingredients are added to the dry ingredients and mixed as little as possible—13 to 15 stirs with a wooden spoon.

In combining liquid ingredients, eggs are beaten until foamy, melted or liquid fat is added preferably a tablespoon at a time during beating. If melted fat is used ingredients should be at room temperature. Other liquids are added and all liquid ingredients added at one time to dry ingredients.

Biscuit Method:

In the biscuit method all dry ingredients are sifted into a bowl. Solid fat is cut into dry in-

gredients. When the mixture of fat and dry ingredients is the consistency of coarse meal the liquid is added using a fork for combining.

The dough is placed on a lightly floured board and kneaded (10 times) to insure flakiness.

NOTE — In Muffin Method liquid fat is added with other liquids. In biscuit Method—solid fat is cut into dry ingredients.

BRAN MUFFINS No. 1

Ingredients

- $\frac{3}{4}$ cup sifted flour
- $\frac{1}{2}$ tsp. baking powder
- $\frac{1}{2}$ tsp. salt
- $\frac{3}{4}$ tsp. baking soda
- 3 tbsp. yellow sugar
- $1\frac{1}{4}$ cup cooking bran
- $\frac{1}{3}$ cup chopped raisins or dates
- 1 egg
- 2 tbsp. molasses
- $\frac{3}{4}$ cup sour milk or buttermilk
- 2 tbsp. melted fat or oil.

Method:

1. Get out all ingredients and utensils needed.
2. Check oven. It should be 400° F.
3. Grease muffin tins.
4. Sift and measure flour. Return to sifter.
5. Add baking powder, salt, baking soda and sugar.
6. Sift into bowl.
7. Stir in chopped fruit and bran.
8. In a second bowl, beat egg until foamy, beat in melted fat or oil.
9. Add molasses and sour milk. Mix well.
10. Add liquid ingredients to dry ingredients.
11. Stir 13 to 15 times using a wooden spoon.
12. Fill greased muffin tins $\frac{2}{3}$ full.
13. Bake in a moderate oven 400° F. 20 to 25 minutes.

This recipe makes 8 muffins.

BRAN MUFFINS No. 2

Ingredients

- 1 cup sifted flour
- 1 cup bran
- $\frac{1}{2}$ tsp. salt
- $\frac{1}{3}$ cup chopped dates or raisins
- 3 tsp. baking powder
- 2 tbsp. yellow sugar
- 1 egg
- 2 tbsp. melted fat or oil
- 2 tbsp. molasses or liquid honey
- $\frac{3}{4}$ cup milk

Method:

1. Get out all ingredients and utensils needed.
2. Check oven. It should be 400° F.
3. Grease muffin tins.

4. Sift and measure flour. Return to sifter.
 5. Add salt, baking powder and sugar.
 6. Sift into bowl.
 7. Add bran and chopped fruit.
 8. In second bowl beat egg until foamy. Beat in melted fat or oil. Add milk and molasses or honey. Mix well.
 9. Add liquid to dry ingredients.
 10. Stir until blended (13 to 15 times) using a wooden mixing spoon.
 11. Fill muffin tins two-thirds full.
 12. Bake in hot oven 400° F. 15 to 20 minutes. 25 minutes.
- This recipe should make 6 to 8 muffins.

APPLE MUFFINS

Ingredients:

- 1½ cup flour
- 2 tsp. baking powder
- 1 cup milk
- ½ tsp. cinnamon
- ½ tsp. salt
- 1 cup chopped apple
- ½ cup sugar
- 1 egg
- 2 tbsp. liquid shortening

Method:

1. Get out all needed equipment and supplies.
2. Prepare muffin pans, set oven at 400° F.
3. Sift and measure flour, add sugar, salt, baking powder and cinnamon and sift into a bowl.
4. Beat egg and add milk and shortening.
5. Add wet ingredients to dry ones, quickly stir the chopped apple into mixture.
6. Bake for 30 minutes.

STANDARD TEA BISCUITS

Ingredients

- 1 cup sifted flour
- 2 tsp. baking powder
- ½ tsp. salt
- 2 tbsp. shortening or margarine
- ½ cup milk plus 1 tbsp.

Method:

1. Get out all ingredients and utensils.
2. Check oven. It should be 425° F.
3. Sift flour. Measure it and return to sifter.
4. Add baking powder, salt. Sift into bowl.
5. Cut in solid fat using a pastry blender or two knives.
6. Add milk—mixing with a fork until blended.
7. Turn dough on to lightly floured board. Knead 10 times for flakiness.
8. Pat or roll lightly to one inch thickness.
9. Cut with a floured biscuit cutter.
10. Place on ungreased cookie sheet.
11. Bake in hot oven 425°F.—10 to 12 minutes.

CHEESE BISCUITS

Ingredients:

- 1 cup sifted flour
- 2 t. baking powder
- ¼ t. salt
- 1 T. shortening
- ⅓ cup grated or finely diced cheese
- ⅓ cup milk plus 1 T. milk

Method:

1. Set oven at 400° F.
 2. Grease baking tin.
 3. Measure flour. Put into sifter. Add baking powder and salt.
 4. Sift into mixing bowl.
 5. Cut in shortening and cheese using two knives or a pastry blender.
 6. Add milk. Mix with a fork until blended.
 7. Turn on to lightly floured baking board. Knead 10 times.
 8. Pat or roll to ¾" thickness.
 9. Cut with floured biscuit cutter.
 10. Place on greased baking pan.
 11. Cook in a hot oven 400° F. for 15 to 20 minutes.
- Serve hot.

COFFEE CAKE

Ingredients—Topping

- ¼ cup yellow sugar
- ½ tsp. cinnamon
- 1 tbsp. flour
- 2 tbsp. melted butter
- ¼ cup chopped nuts or cocoanut if desired.

Biscuit

- 2 cups sifted flour
- 4 tsp. baking powder
- ½ tsp. salt
- 4 tbsp. margarine
- 2 tbsp. sugar
- ⅔ cup milk
- 1 egg

Method:

1. Get out all ingredients and utensils needed.
2. Check oven. It should be 400° F.
3. Grease 8" x 8" x 2" cake tin.
4. Prepare topping.
5. Measure yellow sugar, flour, and cinnamon into small bowl. Mix well with fork.
6. Add melted butter. Mix well.
7. Add nuts or cocoanut.

Prepare Biscuit—method:

1. Sift flour. Measure. Return to sifter.
2. Add baking powder, salt, and sugar.
3. Sift into bowl.
4. Cut in solid margarine using a pastry blender or two knives.
5. Beat egg until foamy. Add milk gradually.

6. Add liquid to dry ingredients, stirring lightly with a fork. Mix **only** until soft dough is formed.
7. Turn into greased 8" x 8" x 2" cake pan. Pat gently to spread dough in pan.
8. Sprinkle topping over dough.
9. Bake in 400° F. oven 25 to 30 minutes.
10. Cut in squares and serve warm.

NOTE — Coffee Cake can be baked in an 8" round cake pan, if preferred, and cut in wedge shaped portions to serve.

CINNAMON ROLLS

Ingredients:

Dough—

- 1 cup flour
- 2 t. baking powder
- ½ t. salt
- 2 T. sugar
- 3 T. margarine
- ⅓ cup milk plus 1 tbsp.

Spread—

- 2 T. melted butter
- ¼ cup yellow sugar
- cinnamon

Method:

1. Set oven at 400° F.
2. Grease baking pan.
3. Sift flour. Measure.
4. Return measured flour to sifter. Add sugar, baking powder and salt, sift into bowl.
5. Cut in margarine with blender or 2 knives.
6. Add milk, mix with fork until blended.
7. Turn on to lightly floured board. Knead ten times.
8. Roll to ⅓" thickness.
9. Spread with melted butter, sprinkle with yellow sugar and cinnamon.
10. Roll like a jelly roll and cut in ¾" slices.
11. Place in greased baking dish cut side down.
12. Bake in a moderate oven 400° F. — 20 to

CAKES AND COOKIES

General Rules for Butter Cakes

1. Sift flour before measuring it.
2. Add B. P., salt, (if soda or spices are used add soda or spices) sift twice.
3. Cream butter. Add flavouring.
4. Add sifted sugar. Cream thoroughly.
5. Add egg yolks.
6. Add flour and liquid alternately. Start and finish with flour.
7. Fold in stiffly beaten egg whites.
8. Pour into greased and floured tin. Bake in moderate oven 375°.
9. Time for baking. Cup cakes 20 to 25 minutes. Layer cakes 20 to 30 minutes. Loaf cakes 40 to 60 minutes.

10. Tests to show cake is done:

- (a) The cake is uniformly brown.
- (b) It has shrunk from the edges of the pan.
- (c) When a toothpick is thrust in the centre it comes out dry.
- (d) If the pan is touched on the centre of the bottom with a moistened finger it sizzles.
- (e) If touched lightly with finger, it springs back

Causes of Cake Failures:

- (a) Cracked crust—Too stiff a batter or too hot an oven.
- (b) Hard coarse crust—Too much sugar.
- (c) Uneven thickness—Oven of uneven temperature or cake placed too close to one side of the oven.
- (d) Coarse grain—Too moist, too much sugar or too much baking powder.
- (e) Dry—Overbaked or too much flour.
- (f) Tough—Too little fat.
- (g) Tunnels — Too much mixing, too much flour.
- (h) Heavy—Not enough baking powder or falling during baking, or not cooked enough.

Falling of cake may be due to

- (a) Too much fat, or sugar, or baking powder.
- (b) Too little flour.
- (c) Jarring during baking.

STANDARD BUTTER CAKE

Ingredients:

- ½ c. butter or margarine
- 2 c. sifted flour
- ½ t. salt
- 1 t. vanilla or ½ t. almond flavour
- 1 c. sugar
- 4 t. baking powder
- 1 c. milk
- 2 eggs

Method:

1. Line an 8 in. cake pan with paper.
2. Set oven at 375°.
3. Cream fat, add flavoring, add sugar gradually and cream until light and fluffy.
4. Separate the eggs, add the yolks to the creamed mixture and beat well.
5. Sift flour; measure; add b. p. and salt; sift again and return to sifter.
6. Add sifted flour to the creamed mixture alternately with the milk; start and end with the flour.
7. Beat egg whites until stiff but not dry.
8. Fold them into the cake batter.
9. Pour into greased pan.
10. Bake in a moderate oven 375° for 40 min.

CUP CAKES

Ingredients:

- | | |
|-----------------------------------------------|----------------------|
| 1 c. sifted cake flour. | 1/2 c. sugar |
| 2 tsp. B. Powder | 4 tbsps. shortening. |
| 1/4 tsp. salt. | 1 egg |
| 1/2 tsp. vanilla, lemon or almond flavouring. | 1/2 c. milk. |

Method:

1. Set oven at 350° F.
2. Sift flour, measure; add baking powder and salt and sift again. Return to sifter.
3. Cream the shortening using a wooden spoon, add the sugar gradually and cream together well.
4. Beat the egg and add to creamed mixture. Beat well.
5. Add sifted dry ingredients alternately with milk, starting and finishing with the dry ingredients. Add flavouring.
6. Fill greased muffin tins or paper baking cups 2/3 full and bake at 350° for 20 - 25 mins.
7. These may be spread with jelly and sprinkled with coconut, or iced with butter icing or seven minute icing.

BUTTER ICING

Ingredients:

- 1 cup sifted icing sugar
- 2 T. butter
- 2 T. cream
- 1/2 t. flavouring

Method:

1. Cream butter until soft and fluffy.
2. Cream 1/4 cup sifted icing sugar with butter.
3. Add cream and flavouring. Blend well.
4. Add remainder of sifted icing sugar gradually, mixing well after each addition.
5. Beat well until easily spread fluffy texture obtained.

Note: Cool coffee may be substituted for cream if desired.

MELTING MOMENTS

Ingredients:

- | | |
|------------------------|--------------------|
| 1/2 cup brown sugar | 1/2 cup shortening |
| 1 egg | 1/2 t. salt |
| 1/4 t. cream of tartar | 1 cup flour |
| 1/4 t. baking powder | 1 t. vanilla |

Method:

1. Check oven. It should be 375° F.
2. Heat cookie sheet and grease it.
3. Gather all equipment and ingredients.
4. Sift flour and measure it.
5. Add baking powder, salt and cream of tartar to flour. Sift twice. Leave in sifter.

6. Measure fat into a bowl. Cream well with a wooden spoon.

7. Add sugar to fat. Cream well.

8. Add vanilla and eggs. Beat well.

9. Sift in flour, baking powder, salt, cream of tartar into sugar, fat and egg.

10. Mix well.

11. Drop with a teaspoon on greased cookie sheet, leaving room for spreading.

12. Cook in a moderate oven, 375° F. until a golden brown.

PEANUT BUTTER COOKIES

Ingredients:

- | | |
|-----------------------|----------------|
| 1/2 cup honey | 1/2 t. salt |
| 1/4 cup brown sugar | 1/2 t. B. soda |
| 1/2 cup peanut butter | 1 cup flour |
| 1 egg | 1/2 t. B.P. |
| 1/2 t. vanilla | 1/2 cup fat |

Method:

1. Check oven. It should be 350°F.
2. Heat and grease cookie sheet.
3. Sift flour, B.P., salt and B. soda. Leave in sifter.
4. Cream peanut butter, fat, honey and sugar together until well blended.
5. Add egg and vanilla. Beat well.
6. Add sifted flour etc. Mix thoroughly.
7. Form into balls about the size of a walnut. Place on a cookie sheet. Flatten with a fork dipped in flour.
8. Bake in an oven at 350°F. for 12 to 15 minutes.

GINGER SNAPS

Ingredients:

- | | |
|--------------------|-----------------|
| 1/4 C. white sugar | 3/4 C. flour |
| 1/4 C. brown sugar | 1/4 t. B. Soda |
| 2 T. fat | 1/2 t. B.P. |
| 1/2 egg | 1/4 t. salt |
| 1/4 C. molasses | 1/2 t. ginger |
| 1 T. boiling water | 1/2 t. cinnamon |

1. Check oven. It should be 350°F.
2. Heat and grease cookie sheet.
3. Get out all equipment and supplies needed.
4. Cream sugar and fat.
5. Add egg. Beat well.
6. Sift flour, B. Soda, B.P., salt and spices. Leave in sifter.
7. Add boiling water to molasses.
8. Add sifted flour, etc. to egg fat and sugar mixture alternately with molasses and water. Start and finish with dry ingredients.
9. Drop with a teaspoon on greased cookie sheet. Leave space for spreading.
10. Cook in a moderate oven 350°F.
11. Remove from pan while warm using a pancake turner.

CRY BABIES

- $\frac{1}{4}$ cup sugar
- $\frac{1}{4}$ t. salt
- 4 T. molasses
- $\frac{1}{8}$ tsp. cloves
- $\frac{1}{2}$ t. baking soda
- 1 egg
- $\frac{1}{2}$ t. ginger
- $1\frac{1}{4}$ C. flour
- raisins
- 4 T. margarine
- $\frac{1}{4}$ t. cinnamon
- $\frac{1}{4}$ C. sour milk
- $\frac{1}{8}$ t. nutmeg

Method:

1. Light oven. Turn up to 375° F.
2. Heat cookie sheet and grease it.
3. Collect all ingredients.
4. Sift flour and measure it.
5. Add soda, salt, cinnamon, ginger, cloves and nutmeg. Sift twice. Leave in sifter.
6. Measure fat into mixing bowl. Cream until soft and gradually add sugar.
7. Add egg to sugar and fat mixture. Beat well.
8. Add molasses and one-third flour mixture. Beat well.
9. Add sour milk.
10. Add rest of flour mixture. Beat well.
11. Drop on greased sheet with a teaspoon—leave room for them to spread. Put a raisin on top of each one and bake in moderate oven.

PASTRY

Double Crust

- $1\frac{1}{2}$ cup sifted flour
- $\frac{1}{2}$ tsp. salt
- $\frac{1}{2}$ cup fat
- $\frac{1}{4}$ cup cold water

Single Crust

- $\frac{3}{4}$ cup flour
- $\frac{1}{4}$ tsp. salt
- $\frac{1}{4}$ cup fat
- 2 T. cold water

1. Check oven. It should be at 450° F.
2. Gather all ingredients.
3. Sift flour and measure, add salt and sift into mixing bowl.
4. Cut in fat with pastry blender or two knives.
5. Mix in cold water quickly with a fork or spatula. Dough should just stick together. Over-mixing gives a tough crust.
6. Roll out gently on a lightly floured board. Roll from the middle outwards to edge in all directions to a thickness of $1\frac{1}{8}$ ". For a double crust pie roll each crust separately.
7. Line pan, being careful not to stretch pastry.

Have your pastry larger than the pan, about one inch.

PASTRY HINTS

1. Use ice cold water.
2. Too much water hardens pastry.
3. Too much handling toughens pastry.
4. Amount of shortening is important.
5. Do not stretch pastry when placing in pan.

APPLE PIE

- 3 medium-sized apples
- $\frac{1}{4}$ cup brown or white sugar
- $\frac{1}{8}$ tsp. cinnamon
- Few grains salt
- $\frac{1}{2}$ tbs. cornstarch

1. Wash, peel, core, quarter, and slice apples very thin.
2. Mix with rest of ingredients and let stand while you are making your pastry.
3. Line pie tin with pastry. Put in apples. Pile apples in centre.
4. Roll top crust. Cut holes in centre.
5. Moisten edge of lower crust.
6. Cover with upper crust. Press edges together. Trim off extra dough. Press with a fork or scallop.
7. Bake at 450° for ten minutes. Turn oven down to 375° and bake until apples are done.

N.B. If you wish to make a different kind of pie get the recipe from your instructor and copy it carefully on the back of your recipe sheet.

HINTS FOR BEGINNERS

1. Add fat in two parts—first cut in fine particles and second part leave large pieces.
2. When adding water remove the lumps of dough as they stick together—this will prevent too much water in one place.

EGG COOKERY

1. A recipe may call for egg white beaten stiff but not dry.

Beat the white until it will stand up in peaks when the beater is lifted. If beaten until the gloss is gone and the beater comes out clean, the egg white has been beaten too long and is dry.

To obtain greater volume of egg white, it may be placed on a large plate and whipped with a wire whip. Greater volume is also obtained if egg is at room temperature.

Egg white will not whip properly if any egg yolk is in it.

Always use a clean beater.

1. Cook eggs at a low temperature to ensure tenderness.

2. Eggs taken from the refrigerator and cooked immediately take longer to cook.

3. The protein in egg cooks very quickly. Low temperature should be used to prevent the protein from becoming tough and thus hard to digest.

4. If using several eggs in a recipe, always break them separately into a saucer to make sure each is fresh.

5. Almond flavouring in angel food tends to decrease the volume of the finished cake.

HARD COOKED EGGS

1. Into a saucepan put cold water (2 cups for 1 or 2 eggs; 1 cup extra for each additional egg).

2. Place the eggs in the cold water and heat slowly to the boiling point.

3. Set pan where water will keep hot and let stand for 20 minutes.

4. If eggs are to be used for salad, plunge them into cold water for a few minutes to prevent darkening.

DEVILLED EGGS

1. Cut hard cooked eggs in half lengthwise.

2. Remove egg yolk to a bowl, mash with a fork, add salt and pepper and mayonnaise.

3. Pack yolk mixture into the egg white. Garnish with paprika and/or chopped parsley or cress.

SOFT COOKED EGGS

Method:

Into a saucepan put cold water—2 cups to 3 eggs, 1 cup additional for each extra egg.

Put eggs gently into water. Bring to a boil slowly. Set aside where water will stay hot. Let stand 2 to 3 minutes.

or

Place eggs in boiling water. Cook below boiling 3 minutes.

POACHED EGGS

Ingredients:

One egg per person

Method:

1. Fill a skillet $\frac{2}{3}$ full of water. Allow $\frac{1}{2}$ t. salt to 4 cups water.

2. Bring the water to a boil then reduce heat and keep below boiling.

3. Break eggs into a saucer one at a time.

4. Slide gently into hot water. As eggs cook dip hot water from side with a tablespoon. Pour gently over eggs to cook top. When a film forms on the yolk and whites are firm remove eggs from water with a greased lifter.

5. Serve on buttered toast.

6. If desired milk may be substituted for water. When eggs are cooked pour milk over egg and toast.

JELLY OMELET

Ingredients:

3 eggs.

3 tbsp. milk.

$\frac{1}{3}$ tsp. salt.

2 tsp. butter.

jelly or jam.

f.g. pepper.

Method:

1. Beat egg whites until stiff but not dry.

2. Beat egg yolks, add salt, pepper and milk.

3. Put butter in frying or omelet pan and heat pan over medium fire. Spread butter over bottom and sides of pan.

4. Fold yolk mixture lightly into the egg whites.

5. Spread mixture evenly in pan and cook slowly until omelet is set (about 10-12 min.); place in oven (350°) to dry slightly on top.

6. Make an incision with a knife through center of omelet where you want to fold it. Spread jelly on one half; then fold other half over it, slightly tipping the pan and pushing omelet gently with a spatula. Jelly may be omitted.

VEGETABLE COOKERY

Care should be taken in the preparation and cooking of vegetables.

(a) To preserve Vitamin C and other vitamins and minerals.

(b) To produce pleasing flavour and appearance.

Suggestions:

1. Vegetables should be cooked with their skins on whenever possible. If removing skins, pare very thin peelings.

2. Prepare vegetables just before cooking. It is not good practice to leave them soaking in cold water for any length of time.

3. Bake or steam vegetables whenever possible.

4. If boiling vegetables, boiling water should be put on them and kept boiling gently until vegetables are tender (test with fork).

5. Boiled vegetables should be drained as soon as tender to prevent sogginess and loss of vitamins, and to preserve colour. The vegetable water should be saved and used in soup and gravy.

6. Salt draws out the minerals, so it should be added just before the vegetables are cooked. Allow $\frac{1}{2}$ tsp. for each quart of water used.

7. When boiling old, strong flavoured vegetables such as onions, cabbage, turnip, leeks.

they should be cooked in a large quantity of boiling water in an uncovered pan.

8. When boiling mild flavoured and all new vegetables, they should be cooked in a small quantity of boiling water in a covered pan.

WHITE SAUCE

Standard Proportions

Type	Milk	Flour	Fat	Salt	Use
Thin	1 C.	1 T.	1 T.	½ t.	Cream Soup
Medium	1 C.	2 T.	2 T.	½ t.	Cr. Vegetables Creamed Fish Casseroles
Thick	1 C.	3 T.	2 T.	½ t.	Salad Dressing
Very Thick	1 C.	4 T.	3 T.	½ t.	Croquettes Souffles

Fat — Butter or Margarine.

For other sauces and gravies the proportions are the same but other fats and liquids may be used. Gravy follows proportions for Medium White Sauce. All sauces and gravies are seasoned to taste.

Either of the following methods may be used:

Method 1

1. Melt fat.
2. Add flour and seasoning, stirring until smooth—remove from fire while stirring in flour.
3. Add liquid slowly—stirring constantly.
4. Bring to a boil—continue stirring.
For white sauce cook in a double boiler over hot water for 10 minutes.

Method 2

1. Heat milk in double boiler.
2. Combine flour with cold milk to make a smooth paste.
3. Add enough milk to paste to pour.
4. Add to heated milk. Add fat.
5. Bring to a boil stirring constantly.
6. Cook in a double boiler 10 mins.

CREAM OF ONION AND POTATO SOUP

Ingredients:

1 Medium sized potato 1 Small onion

Method:

1. Wash, peel and slice the potato and onion.
2. Place in saucepan with 1 cup boiling water and let boil until tender when tested with a fork.
3. While vegetables are boiling make the white sauce.
 - (a) In top of d. boiler melt 1 tbsp. butter or margarine. Add 1 tbsp. flour and ½ tsp. salt and stir to a smooth paste. Place over hot water.
 - (b) Add 1 cup milk slowly and stir constantly until sauce thickens.

4. Drain the vegetables (saving the water), rub through a strainer and add to white sauce in double boiler. If necessary thin with the vegetable water. Season with salt and pepper and garnish each serving with chopped parsley or paprika.

CREAM OF TOMATO SOUP

Ingredients:

1½ c. canned tomatoes
1 slice onion or ½ t. mixed onion flakes
1½ T. flour
1½ T. margarine
1½ c. milk
⅛ tsp. pepper

Method:

1. Place tomatoes and onion in saucepan. Boil 5 mins. Press through coarse sieve.
2. Combine flour, seasoning, and margarine until well blended.
3. Add hot tomatoes. Mix. Cook stirring constantly until thickened.
4. Put cold milk in top half of a double boiler.
5. Stir in tomato sauce.
6. Heat over hot water.
7. Serve hot.

QUICK VEGETABLE SOUP

Ingredients:

½ c. diced celery.
½ c. shredded carrot.
½ c. shredded potato.
Small onion chopped.
2 tbsp. butter or margarine
2 c. boiling water
1 c. canned tomatoes (optional)
2 tbsp. rice.

Method:

1. Melt the butter in a large saucepan, add the vegetables and let simmer for 7 or 8 minutes, stirring frequently.
2. Add the water and tomatoes if used, and the rice.
3. Cover and simmer for about 30 minutes. Season with salt and pepper. Onion and celery salt may also be used if desired.

CORN CHOWDER

Ingredients:

¼ cup diced bacon, salt pork or ham
¼ cup chopped onion or 1 t. minced dried onion
1 cup diced potato
1 cup kernel corn
1 cup boiling water
If cream corn, no water

- 2 cups milk
- ½ t. salt
- f. g. pepper

Method:

1. Put bacon or pork in saucepan over low heat. Add chopped onion, cook slowly stirring to prevent overcooking until onion and bacon are light brown. Pour off excess fat.
2. Add diced potatoes and boiling water. Cook over low heat until potatoes are cooked.
3. Add kernel corn, milk and seasoning. Heat to boiling.
4. Serve hot with soda biscuits or cubed un-buttered toast.

Note: One t. dried parsley or 2 T. chopped fresh parsley may be added just before removing from heat if desired.

SALADS

A salad may be used as an appetizer for a dinner, the main course for a luncheon or supper, or as a dessert at any meal.

Salads may be divided into five main groups:

1. Fruit Salad—made of raw or cooked fruit and used mostly for dessert or as an appetiser.
2. Green Salad—made of lettuce, cabbage, celery, tomatoes, etc., and used as an appetizer or as a main course.
3. Starchy Salad—made of potatoes, macaroni, rice, peas, etc., and used as a main course.
4. Protein Salad—made of fish, eggs, cheese, meat, etc., and used as a main course.
5. Jellied Salads.

Suggestions:

1. Have ingredients and all dishes cold.
2. Combine colours and flavours to be attractive and pleasing.
3. Cut foods into small, uniform pieces and handle lightly when mixing.
4. Salads should be tossed together rather than stirred. Two forks are excellent for this purpose.
5. Any garnishes used should be edible, e.g., pimento, chopped egg yolk, parsley, paprika, celery or carrot curls, etc.
6. Use just enough salad dressing to moisten.
7. In arranging salads on the plates be sure that the border of the plate is not covered.
8. A salad lightly piled is more attractive than a flat arrangement of ingredients.
9. Simple salads are most attractive.
10. Arrange salads on the plates just before serving.
11. Shredded or torn lettuce may be used in place of lettuce leaf on which to arrange a salad.

SALADS AND SALAD DRESSINGS

Salads usually consist of cold foods either raw or cooked, served with a salad dressing. They are classified as:

- (a) Protein salads or main course salads—these contain meat, fish, cottage cheese, chicken or eggs, in sufficient amount to provide the protein for the meal.
- (b) Green or combination salads serve as an accompaniment to the main dish of a meal.
- (c) Cooked vegetable salads may contain or be garnished with eggs, etc., or be served with cold meat, etc., as a main course salad.
- (d) Fruit salads—served as an appetizer, a dessert or in combination with cottage cheese as a main dish for luncheon or supper.

Rules for making salads:

1. Thoroughly wash all uncooked vegetables or fruits.
2. Chill all ingredients. Salads should be crisp.
3. Save outer leaves of lettuce, shred as foundation for fruit or vegetable salads.
4. Cut all ingredients in small uniform pieces. If cut too large, dressing will not penetrate; if too small, salad is unattractive in appearance. Fish should be flaked. Meat or fowl—have all fat and skin removed and cut into small cubes. Cabbage leaves should be finely shredded.
5. Salad dressing should be added to lettuce or salad greens just before serving. Salad becomes limp and wilted if allowed to stand after dressing is added. Do not add **too much** dressing. Moistens, do not soak.
6. Unless directions for a salad specifically recommend it, do not add mayonnaise or boiled dressing to a salad until immediately before serving.
7. Make your salads attractive to look at as well as to eat.
8. Marinating salads with French dressing improves the flavor.
9. Garnishes should be edible.

Preparation of Head of Lettuce

1. Wash head of lettuce.
2. Cut out core.
3. Remove coarse outer leaves.
4. Hold head of lettuce hollow part up under cold running water to separate the leaves. This loosens leaves and exposes the best part of lettuce for immediate use.
5. Turn up side down on a towel to drain. Place in a plastic bag or wrap in a towel and keep in a cool place until ready to use. To marinate—steep in a seasoning material such as French dressing.

COOKED SALAD DRESSING

Ingredients:

3 eggs	½ c. vinegar
1 tsp. salt	1 tbsp. butter
1 tsp. mustard	1 tbsp. flour
¼ c. water	2 tbsp. sugar

Method:

1. In top of double boiler, mix all ingredients except butter. Beat with an egg beater until smooth.
2. Cook until thick, stirring constantly.
3. Strain. Cool. Put in jar and label.
4. Before using, thin with sweet or sour cream. It will keep longer if cream is not added until used.

MAYONNAISE

Ingredients:

½ t. mustard	1 tsp. salt
f.g. cayenne	1 egg
1 tsp. icing sugar	3 tbsp. vinegar (mild)
2 tbsp. lemon juice	1½ c. salad oil

Method:

1. Combine mustard, sugar, salt, lemon juice, and vinegar in a bowl. Set aside.
2. Beat egg slightly. Add salad oil, 1 tbsp. at a time beating constantly. Mayonnaise should be stiff and hold its shape.
3. Beat in lemon juice, vinegar mixture, ½ tbsp. at a time. Chill before serving.

SALAD GARNISHES

Stuffed Celery

Wash celery, trim leaves off. cut in 2 inch strips. Fill with cream cheese.

Celery Curls

Wash celery. Trim off leaves. Cut into 2½ inch lengths. Cut ends lengthwise about ¾ inch on each end. Put into ice water to crisp and curl ends.

Carrot Curls

Use medium sized carrots. Wash. Scrape, cut in thin strips with potato peeler. Roll around finger and hold in place with a tooth pick. Put in ice water to crisp.

Radish Roses

Clean radishes. With a sharp knife cut skin back from top to look like petals. Soak in ice water to make petals curl back.

CABBAGE SALAD (serves 6)

Ingredients:

1 c. finely shredded cabbage
1 c. finely shredded carrots
1 c. diced apples
salad dressing

Method:

1. Wash cabbage. Let stand in cold salted water.
2. Wash, peel and shred carrots.
3. Dry cabbage, cut in half and shred finely from cut side.
4. Wash, core, and dice apples. Do not peel.
5. Combine all ingredients and moisten light with French dressing, mayonnaise, or boiled dressing as desired. Mix lightly with forks to keep salad attractive. May be garnished with carrot curls.

POTATO SALAD (1)

Ingredients:

3 cups potatoes (cooked)
green onions or 1 tbsp. finely chopped cooking onions.
1 finely shredded carrot or 6 radishes
4 hard cooked eggs
Salad dressing

Method:

1. Cook potatoes unless left-over potatoes on hand. Chill.
2. Hard cook eggs. Chill.
3. Dice cold cooked potatoes—do not mash.
4. Peel and shred carrot or wash and slice radishes thin if radishes are used.
5. Wash and cut green onions in thin slices, use green tops.

Combine ingredients and salad dressing using two forks. Devil eggs. Use as a garnish on salad. Serve on shredded lettuce or lettuce cups.

POTATO SALAD (2)—serves 6

Ingredients:

2 cups cooked cubed potatoes
1 cup finely diced celery
2 green onions—sliced, use tops
salad dressing
lettuce

Method:

Combine potatoes, celery, sliced onion. Moistened with salad dressing. Use forks to combine. Serve on bed of shredded lettuce or in lettuce cups. Garnish with devilled eggs, radish roses or other suitable garnish.

FISH SALAD

Ingredients:

1 - 7 oz. tin salmon or tuna
1 cup diced potatoes
1½ cup diced celery
1 cup finely shredded lettuce
2 tbsp. finely chopped onion (if desired)
Salad dressing

Method:

Drain, remove skin and bones from fish (if

salmon used). Flake using a fork. Combine all ingredients except salad dressing using 2 forks. Moisten with salad dressing. Chill. Serve on shredded lettuce or in lettuce cups. Garnish with seasoned garnish.

CRISP TUNA SALAD

Ingredients:

1 tin (7 oz.) albacore tuna	
2 apples	lettuce
1/2 cup diced celery	Salad dressing
juice of 1 lemon	

Method:

Drain and flake tuna. Wash, core and dice apples (do not peel). Dice celery fine. Combine tuna, apples, celery and lemon juice. Chill. Shred lettuce. Moisten salad with salad dressing. Serve. Note: Lettuce may be torn or left as cup.

TOSSED GREEN SALAD

Ingredients:

1 c. shredded lettuce	
1 c. diced celery	
4 green onions—cut into 1/2 inch lengths—use tops	
1 cucumber—diced or 3 tomatoes diced	
1 green pepper—finely shredded (optional)	
French dressing	

Method:

Combine all ingredients. Toss with 2 salad forks. Chill and serve.

BOLOGNA SALAD

Ingredients:

1 c. diced bologna	1/2 c. shredded carrot
1 c. diced celery	Salad dressing
1/2 c. shredded lettuce	

Method:

Put all ingredients into a bowl. Combine lightly using 2 forks. Arrange on beds of shredded lettuce. Chill. May be garnished with celery or carrot curls.

FRUIT SALAD (1) — appetizer

Ingredients:

2 apples	1 banana
2 oranges	2 tsp. sugar

Method:

Wash all fruit. Peel and dice oranges. Peel and slice or dice bananas. Core and dice apples (do not peel). Combine lightly. Add sugar. Chill. Serve in sherbet dishes.

FRUIT SALAD (2) — Waldorf

Ingredients:

mayonnaise	2 apples
Juice of 1 lemon	1 c. diced celery
1/4 c. blanched walnuts or pecans	

Method:

1. Blanch and cut up nuts
 2. Dice celery
 3. Wash, core and dice apples
- Combine fruit and lemon juice. Add chopped nuts. Moisten with mayonnaise. Serve in lettuce cups.

TOMATO ASPIC (A)

Ingredients

1 can tomato juice	1/4 tsp. salt
1/4 tsp. whole cloves	2 tbsp. lemon juice
1 tbsp. gelatine	1 bay leaf
3 slices onions	boiling water
1/4 tsp. allspice berries	1 tbsp. lemon juice

Method:

1. Combine tomato juice, onion, bay leaf, allspice, cloves. Boil 10 minutes. Strain.
2. Add enough boiling water to bring juice up to 2 cups. Add salt.
3. Soften the gelatine with 2 tbsp. cold water or tomato juice.
4. Add hot tomato liquid to gelatine. Stir until gelatine is dissolved.
5. Pour into moistened mold. Chill.

TOMATO ASPIC (B)

Ingredients:

1 tin tomato soup
1 tsp. Worcestershire sauce
Boiling water or vegetable stock
2 tbsp. cold water
1 tbsp. gelatine
4 green onions
1 c. diced celery
1 c. cooked green peas

Method:

1. Soften gelatine in cold water.
2. Add enough water to soup to make up 2 cups. Bring to a boil. Add Worcestershire Sauce. Cool.
3. Chop onion—use tops. Dice celery. If canned peas are used, boil peas for 5 minutes. Use liquid from peas in place of boiling water. All vegetables should be chilled before being added to jelly.
4. Add vegetables to jelly mixture. Pour into moistened mold. Chill.

MEAT

Meat is valuable because it contains fat and minerals (iron and phosphorous).

Meat is divided into tender cuts and tough cuts.

Tough cuts of meat are from areas that receive most exercise such as: shanks, neck, brisket, chuck and rump.

Tender cuts are from the back such as: roasts, steaks and chops.

Although tender cuts are more expensive, the nutritive value of both cuts is the same.

There are two methods of cooking meat:

1. Dry heat for tender cuts (roasting, broiling).
2. Moist heat for tough cuts (boiling, stewing).

Moisture softens the connecting tissues. The moist heat method takes longer.

Meat should not be washed (loss of juice) but can be wiped with a damp cloth.

Meat should always be kept in a cool place.

Beef and veal are cuts from cattle.

Veal from baby beef.

Ham, bacon pork, spare ribs are cuts from pigs.

Mutton, lamb are cuts from sheep.

MAIN COURSE DISHES

POTATOES AU GRATIN AU RILEY

Ingredients:

- 4 med. potatoes
- 1 green pepper (optional)
- 1 tin cream of celery soup + $\frac{1}{2}$ c. milk or 2 cups medium white sauce
- $\frac{1}{3}$ c. grated cheese
- 1 med. onion
- 6 slices bacon
- $\frac{1}{4}$ c. fresh chopped parsley

Method:

1. Set oven at 350°.
 2. Peel potatoes; boil until nearly done.
- Cool.
3. Wash pepper; remove seeds and chop fine.
 4. Cut bacon into small pieces and brown in a heavy pan.
 5. If white sauce is to be used make 2 c. following standard method.
 6. Slice potatoes into $\frac{1}{4}$ inch slices.
 7. Arrange potatoes, onions, peppers, bacon and parsley in a well greased casserole.
 8. Pour over this mixture either the soup or the white sauce.
 9. Sprinkle with cheese.
- Bake at 350° for 40 min.

SCALLOPED POTATOES

(Quick Method)

Ingredients:

- 2 medium size potatoes.
- Small piece of onion. $\frac{1}{4}$ tsp. salt.
- 1 c. boiling water. Cracker or bread crumbs.

Method:

1. Wash, peel and slice the potatoes in $\frac{1}{4}$ inch slices. Place potatoes and onion in saucepan and add the boiling water. Cover and cook until tender when tested with a fork. When almost tender add the $\frac{1}{4}$ tsp. salt.

2. While potatoes are cooking make the White Sauce:

- a. In top of double boiler melt 1 T. butter or margarine. Add 1 T. flour, $\frac{1}{2}$ tsp. salt, f.g. pepper, and stir to a smooth paste. Place over hot water.
- b. Add 1 c. milk slowly, stir constantly until slightly thickened. Thin with potato water if necessary.

3. Place drained potatoes in greased casserole. Pour sauce over the potatoes and sprinkle top with crumbs. Grated cheese may be added if desired.

4. Place in oven (375°) to heat through and to brown the top.

5. Serve on warm plates.

MACARONI AND CHEESE

Ingredients:

- 3 c. boiling water. $\frac{1}{2}$ c. macaroni.
- $\frac{1}{2}$ tsp. salt. 3 tbsp. grated cheese.
- 4 soda crackers or 3 tbsp. dry bread crumbs.

Method:

1. To the boiling salted water in a large saucepan add the macaroni. Boil uncovered until the macaroni is tender.

2. In the meantime make the White Sauce:

- a. In top of double boiler melt 1 tbsp. butter or margarine. Add 1 tbsp. flour and $\frac{1}{2}$ tsp. salt, and stir to a smooth paste. Place over hot water.
- b. Add 1 cup milk slowly and stir constantly until sauce thickens. Stir in the 3 tbsp. grated cheese.

3. Drain macaroni and place in greased casserole.

4. Add the white sauce, and sprinkle crumbs on top.

to brown the top.

5. Place in oven (375°) to heat through and

6. Serve on warm plates.

Note: Soak pans in cold water.

SAUSAGE CASSEROLE

Ingredients:

- 1/2 lb. sausage
- 1 med. onion
- 1/2 tin tomato soup

Method:

1. Grease a baking dish, set oven at 375°.
2. Parboil the sausages for 20 mins. to partially cook and to remove some of the fat.
3. Wash, peel and slice the onion.
4. Drain the sausages and arrange them in the baking dish.
5. Cover with the onion slices.
6. Pour the tomato soup over the mixture and bake for 1/2 hr. (Add more of the soup if the mixture seems dry)

TUNA AND MACARONI CASSEROLE

Ingredients:

- 1 can tuna (8 oz.)
- 2/3 c. ready-cut macaroni
- 1 carrot
- 1/4 c. finely diced celery
- 1 c. medium white sauce
- 1 T. margarine
- 1/2 c. buttered crumbs or less
- 1/4 c. chopped onion

Method:

1. Check oven. It should be 375°.
2. Grease casserole.
3. Cook macaroni in large amount of boiling salted water, uncovered (1 t. salt to 4 c. water.) Drain. Rinse with cold water.
4. Wash, pare and shred carrot.
5. Brown onion lightly in margarine.
6. Cook shredded carrot and celery in boiling water for 5 minutes. Drain.
7. Drain oil from tuna. Flake with fork.
8. Arrange macaroni, tuna, onions and carrots in alternate layers in a greased casserole. Pour white sauce over macaroni, etc., and sprinkle with buttered crumbs.
9. Bake 25 to 30 minutes in a moderate oven, 375° F. Serve hot.

SALMON CASSEROLE

Ingredients:

- 1 half-pound can salmon
- 1/2 cup macaroni
- 1 cup medium white sauce
- 1/2 tbsp. lemon juice
- 1/2 cup buttered crumbs

Method:

1. Set oven at 350°.
2. Cook macaroni in a large amount of boiling water, uncovered until tender. Drain and

rinse under cold water.

3. Add lemon juice to salmon.
4. Arrange macaroni and salmon in alternate layers in a greased casserole dish.
6. Sprinkle with buttered crumbs at 350° until golden brown. Serve hot.

HAMBURGER VEGETABLE CASSEROLE (3 - 4 servings)

Ingredients:

- 1/2 lb. ground beef, slightly browned
- 1 c. sliced raw potatoes
- 1 c. chopped celery
- 1 1/2 med. onions, quartered
- 1/4 green pepper, chopped (optional)
- 1 c. canned tomatoes
- 1/2 t. salt
- 1/2 t. parsley
- 1/4 t. pepper
- 1/4 t. garlic salt
- 1/2 T. shortening

Method:

Preheat oven to 325° F.

1. In a greased 1 qt. casserole put a layer of sliced potatoes.
2. Add a layer of onions then one of meat.
3. Sprinkle with seasonings.
4. Combine celery and green pepper and add next.
5. Repeat layers until all ingredients have been used.
6. Pour canned tomatoes over all.
7. Cover casserole and bake for 1 hour. Uncover casserole for the last 10 - 15 minutes.

HAMBURGER SKILLET MEAL (serves 3)

Ingredients:

- 1/2 lb. hamburger
- 1 cup soft bread crumbs
- 1/2 T. salt or less
- 1/8 t. pepper
- 1/2 C. tomato juice
- 1/2 C. whole kernel corn
- 1/2 C. sliced onions
- 3/8 T. fat
- 1/2 C. canned tomatoes

Method:

1. Fry hamburger in heavy skillet, stirring frequently, until well browned.
2. Add bread crumbs and seasoning.
3. Cover hamburger with drained corn and onions.
4. Add whole tomatoes, salt and tomato juice. Do not stir mixture but have vegetables in layers over meat.

- Cover and simmer 20 minutes or until vegetables are tender.
- Serve at once.

BEEF PORCUPINES

Ingredients:

- 1 lb. hamburger
- 2 small onions
- 1/4 c. uncooked rice
- 1 tin tomato soup
- 1 soup tin water or less
- 1/4 t. salt
- f. g. pepper

Method:

- Wash, peel and chop onions.
- Combine hamburger, salt, pepper, and half chopped onion.
- Form into 12 balls.
- Roll balls in uncooked rice.
- Combine soup, water and rest of onion in a saucepan. Bring to a boil.
- Gently place meat balls in hot soup mixture.
- Simmer 30 minutes, turning occasionally with a fork.

BARBECUED FRANKFURTERS

(Serves 6)

Ingredients:

- 6 frankfurters
- 1/4 c. chopped onion
- 1 T. shortening
- 1 T. lemon juice
- 1 T. yellow sugar
- 1/4 t. salt
- 1/2 T. Worcestershire sauce
- 1/2 c. tomato juice
- 1/4 c. chopped celery

Method:

- Place fat and onion in a hot frying pan. Cook over low heat until onion is tender and golden brown.
- Add all other ingredients except frankfurters. Simmer 15 to 20 minutes.
- Place franks in a greased baking dish. Pour sauce over franks.
- Bake in moderate oven 375° F. for 20 minutes. Serve hot.

WIENER AND CORN SCALLOP

Ingredients:

- 1 lb. wieners
- 1 can cream style corn
- 1/2 c. milk
- 1 T. prepared mustard
- f. g. pepper
- 8 soda biscuits

- 2 T. margarine
- 2 medium onions

Method:

- Check oven. It should be set at 375° F.
- Grease casserole.
- Wash, peel and slice onion thin.
- Arrange wieners side by side in greased casserole.
- Arrange thinly sliced onions over wieners.
- Combine corn, milk, mustard and pepper. Pour over onions.
- Crush soda biscuits. Sprinkle over corn.
- Dot with margarine.
- Bake in a moderate oven, 375° F., for 30 to 35 minutes. Serve hot.

SPAGHETTI WITH MEAT BALLS

Ingredients:

- 3/4 c. hamburger
- 1 T. finely minced onion
- 1/4 t. onion salt
- 1/4 t. parsley, if available
- 1/4 t. salt
- f. g. pepper
- 1 T. shortening
- 3/4 c. uncooked spaghetti
- 1 tin tomato soup
- 1 T. grated cheese

Method:

- Cook spaghetti in a large amount of boiling salted water, uncovered.
- Stir occasionally to prevent sticking. Drain.
- Combine hamburger, seasoning, chopped onion, and parsley.
- Shape into balls about 1 1/2" in diameter. Roll in flour.
- Heat large skillet. Melt fat. Brown meat balls in hot fat.
- Add spaghetti and tomato soup.
- Simmer 30 to 40 minutes, covered.
- Sprinkle with grated cheese. Cook until cheese is melted. Serve hot.

HAMBURGER PIN WHEELS

Ingredients:

- 1 c. sifted flour
- 1/4 t. salt
- 1/3 c. milk + 1 T. milk
- 2 t. B. P.
- 1 T. fat

Filling for Biscuit:

- 1/2 lb. hamburger
- 3 T. ketchup
- 1/2 med. onion
- 1/2 T. fat

Method:

- Chop onion. Melt fat in frying pan and brown onion slowly.
- Add hamburger and brown lightly, stirring with a fork.

3. Cool and add ketchup.
4. Sift flour, measure, add b.p. and salt and sift into a bowl.
5. Cut in the fat.
6. Add milk, mix with a fork enough to blend. Turn out on floured board and knead 10 times.
7. Roll into a rectangle $\frac{1}{4}$ in. thick.
8. Spread with the hamburger mixture.
9. Roll as for cinnamon rolls, cut into $1\frac{1}{2}$ in. slices. Place outside up on a greased pan.
10. Bake at 400° 20 min. or until golden brown.

SWISS STEAK

Ingredients:

- 1 lb. minute steak or round steak
- 2 T. flour
- $\frac{1}{2}$ t. salt
- f. g. pepper
- 1 small onion or 3 slices large onion
- 2 T. fat (bacon fat may be used)
- 1- $\frac{1}{2}$ cups boiling water or tomatoes—tomato juice may be used

Method:

1. Put steak on chopping board.
2. Dredge with flour and seasoning.
3. Pound flour into meat.
4. Heat heavy skillet or frying pan. Add fat.
5. Brown meat on both sides in fat.
6. Slice onion thinly. Add to meat. Brown lightly.
7. Add water or tomatoes as desired.
8. Simmer until meat is tender for 1 to 2 hours covered.

Note: 2 T. chopped parsley or 1 t. parsley flakes may be added just before serving.

DESSERTS

APPLE CRISP

Ingredients:

- 3 medium apples.
- 2 tbsp. sugar.
- Cinnamon as desired.
- 1 tbsp. water.

Crumb Mixture

- $1\frac{1}{2}$ tbsp. butter or margarine
- 5 tbsp. brown sugar.
- 3 tbsp. flour.

Method:

1. Set oven at 375° F. Grease a casserole.
2. Wash, quarter, core and peel the apples. Slice in thin lengthwise slices and place in casserole.

3. Add the water, then sprinkle white sugar and cinnamon over apples.
4. Make crumb mixture for the top—
 - a. In a bowl, blend together the butter, brown sugar and flour with pastry blender.
 - b. When like crumbs spread on top of apples.
5. Bake at 375° until the apples are soft and crust is lightly browned. (About 25 minutes).

RICE PUDDING

Ingredients:

- $\frac{1}{2}$ cup rice.
 - 3 c. hot milk.
 - $\frac{1}{2}$ tsp. salt.
 - $\frac{1}{4}$ tsp. vanilla.
- Cut down milk if using minute rice.

Method:

1. Wash and drain rice. Place it in top of double boiler with the hot milk and salt.
2. Cover and cook for about 1 hour or until rice is tender. Stir frequently.
3. Add vanilla.
4. Serve hot or cold with sugar and cinnamon or nutmeg, as desired.

CHOCOLATE BLANC MANGE

Ingredients:

- $1\frac{1}{2}$ cups milk.
- $2\frac{1}{2}$ tbsp. cornstarch.
- 3 tbsp. sugar.
- 2 tbsp. cocoa.
- f.g. salt.
- $\frac{1}{2}$ tsp. vanilla or 3 or 4 drops peppermint flavouring.

Method:

1. Put small amount of hot water in lower part of double boiler and place on fire. In top part put the milk and heat to scalding.
2. In a bowl mix the sugar, cocoa, cornstarch and salt.
3. Gradually pour the scalded milk into the dry mixture, stirring constantly with a wooden spoon.
4. Return this mixture to the double boiler and cook over boiling water stirring constantly until thickened, and there is no taste of raw starch.
5. Add vanilla or other flavouring. Cool if desired over cold water stirring often to prevent skin forming on top.

LEMON SNOW WITH CUSTARD SAUCE

Ingredients:

- 3 tbsp. cornstarch.
- 4 tbsp. sugar.
- f.g. salt
- 1 egg white
- $1\frac{1}{4}$ c. boiling water
- 2 tbsp. lemon juice

Method:

the egg mixture in the bowl.

1. In top of double boiler mix the sugar, cornstarch and salt.

2. Add to this **very gradually** the $1\frac{1}{4}$ cups boiling water, stirring constantly with a wooden spoon.

3. Cook over boiling water stirring constantly until thickened and there is no taste of raw starch.

4. Add the lemon juice.

5. Beat egg white until stiff but not dry, and fold it very carefully into the above mixture.

6. Cool over cold water before piling into serving dishes.

7. Make Custard Sauce to pour over this pudding.

CUSTARD SAUCE

Ingredients:

1 egg yolk	1 tbsp. sugar.
f.g. salt	$\frac{1}{2}$ cup milk.
	$\frac{1}{4}$ tsp. vanilla.

Method:

1. Scald the milk in top of double boiler (have boiling water in lower part of double boiler).

2. In the meantime beat the egg yolk in a small bowl, using a wooden spoon. Add the sugar and salt; stir well.

3. **Very gradually** stir the scalded milk into

4. Pour mixture back into the double boiler and cook until mixture coats a metal spoon, stirring constantly.

5. Add vanilla, and cool before pouring over the lemon snow in the serving dishes.

UPSIDE DOWN CAKE

Ingredients:

$2\frac{1}{2}$ T. butter or margarine
1 egg
$1\frac{1}{2}$ t. B. P.
$\frac{1}{4}$ c. milk
$\frac{1}{3}$ c. sugar
$\frac{3}{4}$ c. sifted flour
$\frac{1}{4}$ t. salt
$\frac{1}{2}$ t. orange flavouring
Fruit—pineapple, peach or pears
$1\frac{1}{2}$ T. butter
$\frac{1}{4}$ c. yellow sugar

Method:

Prepare 6" or 8" baking pan or frying pan as follows:

1. Melt $1\frac{1}{2}$ T. butter in pan.

2. Sprinkle with yellow sugar.

3. Arrange well drained fruit over sugar and butter; set pan aside.

4. Cream together sugar, butter and flavouring.

5. Add egg and beat until fluffy.

6. Sift flour; measure; add B.P. and salt and sift again.

7. Add sifted flour alternately with milk to butter mixture; start and end with flour.

8. Pour batter over fruit mixture in baking pan.

9. Bake in a moderate oven 375° for 25 to 30 min.

10. Turn upside on a serving plate and serve hot.

GINGER APPLE UP-SIDE-DOWN CAKE

Ingredients—Filling

$\frac{1}{4}$ cup butter	$\frac{3}{4}$ cup brown sugar
3 apples (or any fruit)	

Method:

1. Get out all needed equipment and supplies.

2. Set oven. It should be 325° F.

3. Melt butter in baking pan. Add brown sugar and cook together.

4. Pare and core apples.

5. Cut each apple in half to make thick rings. Arrange rings of apple in sugar and butter mixture.

Batter

$\frac{1}{4}$ cup shortening
1 cup sifted flour or 1 cup plus 2 tbsp. pastry flour
1 egg

$\frac{1}{4}$ cup molasses
$\frac{1}{3}$ cup white sugar

1 tsp. baking powder
$\frac{1}{2}$ tsp. soda

$\frac{1}{3}$ tsp. salt
1 tsp. ginger

$\frac{1}{2}$ tsp. cinnamon
$\frac{1}{3}$ cup boiling water

Method:

1. Cream shortening, add white sugar—cream well together.

2. Beat egg until foamy.

3. Add beaten egg and molasses to sugar and shortening.

4. Measure and sift dry ingredients. Add to mixture 3.

5. Add boiling water and mix quickly.

6. Pour over apples in baking dish.

7. Bake slowly at 325° F. for 40 minutes.

NOTE: Following the questions on the next page are three pages of extra recipes and notes.

MINUTE TAPIOCA CREAM

Ingredients:

3 T. minute tapioca
2 T. sugar
$\frac{1}{3}$ T. salt
2 C. milk

- 1 egg
- ½ T. vanilla
- 1 T. sugar (extra)

Method:

1. Mix tapioca, sugar, and salt in top half of a double boiler.
2. Add yolk of egg and milk.
3. Cook over hot water, stirring to prevent lumping, until thickened.
4. Cook until tapioca is clear. Add vanilla.
5. Beat egg white until stiff. Beat in extra sugar.
6. Fold egg white into hot pudding.
7. Allow to cool.

DOUBLE FUDGE PUDDING

(6 to 8 servings)

Ingredients:

Pudding—

- 1 c. flour
- 2 t. baking powder
- ¾ c. sugar
- 1 T. cocoa
- ½ t. salt
- ½ c. milk
- 1 t. vanilla
- 2 T. salad oil
- ¼ c. chopped nuts

Sauce—

- ¾ c. yellow sugar
- 2 T. cocoa
- 1¾ c. hot water

Method:

1. Check oven. It should be set at 350° F.
2. Grease 8" square cake tin.
3. Measure and sift flour, B. P., sugar, cocoa and salt into a mixing bowl.
4. Make a hollow in centre of dry ingredients. Pour in milk, salad oil and vanilla. Mix with a wooden spoon until smooth.
5. Add chopped nuts. Stir only until mixed in.
6. Pour into greased cake tin.
7. Combine all ingredients for sauce.
8. Pour sauce mixture over pudding batter.
9. Bake in a 350° F. oven for 45 minutes.

APPLE DUMPLINGS

(set oven at 375°)

Ingredients:

Syrup—

- 1 cup sugar
- 1 cup water
- f. g. cinnamon
- f. g. nutmeg
- 2 T. butter or margarine

Method:

1. Combine all ingredients in a saucepan.
2. Bring to a boil and cook 2 minutes, set aside until needed.

Ingredients:

Dough—

- 1 cup sifted flour
 - 2 t. B. P.
 - 1 T. sugar
 - ½ salt
 - 6 T. shortening (butter or margarine)
 - ¼-½ cup milk
- Fruit—**1 to 2 apples, sugar, cinnamon

Method:

1. Sift flour. Measure it. Return to sifter.
2. Add sugar, salt, B. P.
3. Sift into bowl.
4. Cut in shortening.
5. Add milk to form dough.
6. Turn on to lightly floured board. Knead 10 times.
7. Roll to ⅛" thickness.
8. Cut into 6 - 5" squares.
9. Peel core and slice apples and arrange on each square.
10. Sprinkle lightly with sugar and cinnamon.
11. Fold corners of dough to meet in centre. Pinch together.
12. Arrange in a baking dish.
13. Pour syrup over dumplings.
14. Bake in moderate oven—375° F. for 30 to 40 minutes.

FLOATING ISLAND

Ingredients—Soft Custard:

- 2 egg yolks
- 2 T. sugar
- ⅛ t. salt
- 1 cup milk
- ⅓ t. vanilla

Method:

1. Heat milk over hot water in top of double boiler.
2. Beat egg yolks, sugar and salt until blended.
3. Add milk slowly stirring constantly. Return to upper part of double boiler.
4. Cook until mixture coats a metal spoon. Stir frequently. Add vanilla.

Note: If custard curdles beat with a rotary beater until custard is smooth.

5. Cool by putting top of double boiler over cold water.
6. Pour into serving dish.

Ingredients—Meringue:

- 2 egg whites
- f. g. salt

2 T. sugar
Few drops vanilla

Method:

1. Beat egg whites until stiff.
2. Add sugar and salt slowly, beating constantly until meringue forms peaks.
3. Drop on surface of hot water in a shallow pan by tablespoonfuls. Cook over medium heat until firm.
4. Remove from water and drop on custard.

HOSTESS

References:

- Meal Planning and Table Service—Beth Bailey McLean.
Food, Nutrition and Home Management Manual—Province of B.C.
Cues for You—Mildred Graves.
This Way Please—Eleanor Boykin.
Family Meals and Hospitality—Lewis, Peckham and Hovey.
Personality and Etiquette—Lillian N. Reid.
Girls and Their Problems—Millicent M. Cross.

DUTIES OF THE HOSTESS

The Hostess is in charge of the room.

A good hostess meets her guests and accompanies them to the door when they leave. She introduces her guests to members of her family, when she is in school she introduces them to her instructor and to her classmates. She treats all her guests with equal courtesy. She makes them feel at home and serves suitable refreshments.

She checks the room to make sure that it is in order before she leaves.

GENERAL ROOM CARE TO DUST A ROOM

1. Use soft non-scratching and non-linting cloths.
2. Oiled duster should have very little oil on it.
3. Begin dusting in one part of room.
4. Dust everything in turn; first high, then low.
5. Gather dust into the cloth.
6. Put duster to soak in cold water with soap.
7. Wash out heavy dirt using warm water and soap.
8. Rinse duster, shake, and hang to dry.

DAILY CARE

1. Throw out faded flowers. Cut the stems from good flowers and rearrange them.
2. Pick dead leaves from plants and water if necessary.
3. Vacuum rugs. Dust floors with dust mop.
4. Dust rooms, high places first, then lower articles in order around the room. Remember to dust floors, pictures, window ledges and light fixtures.

5. Keep brass and silver polished.
6. Arrange books, magazines and papers neatly.

Housekeeping Standards

At the close of each lesson, check each of the following to see if a high housekeeping standard has been maintained:

Report anything not up to standard by writing your complaint and filing it above Instructor's desk. Sign report.

1. Sink clean, dry.
2. Sink drain board clean, dry.
3. Floor well swept.
4. Table surfaces and cupboards clean and dry.
5. All stools and chairs in place.
6. Brooms and brushes hung up and clean.
7. Tea kettles clean and filled and polished.
8. Refrigerator clean, food in clean containers and in order.
9. Food cupboards clean and in order.
10. Cleaning cupboard clean and in order, clean towels hung up.
11. Garbage can emptied, lined with newspaper.
12. Scrubbing pail empty and clean.
13. Floor around sink free from water, and dry.
14. Housekeeping cloths, such as sink cloth, garbage cloth, tub cloth and stove cloths, hung on rod.

INSTRUCTIONS

Three Classes of Foods.

Food is one of the main necessities of life. In general, it may be divided into three classes, each of which has a certain function or use.

Class of Food	Function it Performs
---------------	----------------------

1. Fuel foods _____ To provide the body with heat and energy.
2. Building foods _____ To build and repair body tissues, such as bones, muscles and blood.
3. Regulating foods _____ To keep the body healthy and help prevent disease.

These classes of food may be further divided:

1. Fuel foods consist mainly of: (a) carbohydrates (sugars and starches), (b) fats.
2. Building foods consist mainly of: (a) proteins, (b) minerals, (c) vitamins.
3. Regulating foods consist mainly of: (a) mins, (d) water.
cellulose (roughage), (b) minerals, (c) vita-

Nutritional Requirements

References — Fundamentals of Home Economics; B.C. Manual.

Why the Body Needs Food

The body needs food;

- (a) To build new tissues,
- (b) To repair worn out tissues,
- (c) To furnish the body with energy—heat is a form of energy.
- (d) To regulate body processes,
- (e) To promote growth and prevent disease.

The food requirements of an individual are determined by his or her,

- (a) Age—A growing person needs food not only for energy but also to build new tissues.
- (b) Occupation—The body needs different amounts of food for different activities. It uses the least amount of energy when the individual is lying down relaxed. This is the amount of food needed for the normal functioning of the organs of the body such as the heart, lungs, etc., with nothing extra for exercise. This basic requirement is called one's basal metabolism.
- (c) Growth.
- (d) Size—Just as a large car uses more gas and oil to run smoothly so a large person needs more food or fuel to be able to work effectively, than a small one does.
- (e) Season and Clothing—If the body is not warmly clad in cold weather it needs extra food to supply energy in the form of heat.

The amount of energy in the form of food that a person needs is measured in Calories. A Calorie is the amount of heat required to raise one pound, approximately one pint, of water 4°F.

The approximate caloric requirements of children and growing boys and girls may be estimated as follows:

Age		Calories per pound per day
1 yr.		40 to 45
2		40 to 43
3 to 4		37 to 40
5		36 to 38
6		35 to 37
7		34 to 36
8 to 9		32 to 35
10 to 12		30 to 34
10 to 13	girls	27 to 32
	boys	30 to 34
14 to 17	girls	20 to 27
	boys	23 to 30

The Food Elements.

All foods are divided chemically into basic elements namely: Water, Carbohydrates, Fats, Proteins, Minerals, Vitamins, Cellulose.

Though all combined give energy, and build and repair the body each has a special function of its own.

To Make Tea:

1. Always use freshly boiled water drawn from the cold water tap. **Water must be boiling.**
2. Pour hot water into the tea pot and hot water jug, to heat them.
3. Pour water out.
4. Use 1 tsp. tea for one cup boiling water. Put in tea pot.
5. Pour in boiling water. Measure carefully.
6. Let tea steep for 3 minutes **only**. Pour immediately.

N.B.: For the tea table it is best to use two tea pots. Make the tea in a Brown Betty tea pot, allow to steep, then pour through a tea strainer into the good tea pot (which has been heated too). It is a compliment to a guest to have no tea leaves in cup.

To Set Table and to Serve the Tea:

1. Following diagram in Hostess 1, set the tray. Be sure the tray cloth is clean and crisp. Place clean small serviettes on a plate. Have your tray checked by instructor, and have a mock service of tea.
2. Make your cookies, biscuits or toast — recipes in General Instructions. Make tea.
3. Go to the door to greet your guest.
4. Introduce your teacher to your guest.
5. Show your guest around the room and explain the Home Economics progression wheel. (This tour may be before or after tea). Ask the girls in each section to explain or show their work to your guest. Be sure to introduce the girls to your guest, and the girls should rise to greet the guest.
6. Ask the guest if she wishes cream and sugar in tea. Pass serviette. It must be on small plate. Put cream and sugar in first, then fill cup two-thirds full of tea. If weak tea is requested, use one-half tea and one-half hot water. Do not lift the tea cup while pouring. Have the handle of the cup and spoon parallel, and pass cup with handles pointing toward the person. Pass cookies. Never pass any more food to a person until they are finished with food they have. Do not ask, "Will you have another cookie?" Instead, ask, "Will you have a cookie?" When serving second cup of tea, pour any cold tea in tea bowl, and pour exactly same as first cup. Always rise and go to the door with your guests.

FOOD ELEMENTS

Food Elements or Constituents	Function	Foods high in this food element
1. PROTEIN.....	To build and repair muscles and tissue.	Meat, fish, eggs, milk cheese.
2. CARBOHYDRATE.....	To provide energy and heat to the body.	Cereals, sugar, bread, grain rice.
3. FAT.....	To provide energy and heat to the body.	Butter, fat meats, fats of all sorts.
4. MINERALS		
Calcium.....	To build and repair bones and teeth.	Milk, cheese, buttermilk.
Iron.....	To make good red blood.	Liver, kidney, lean meats, green vegetables.
Phosphorus.....	Works with calcium to build bones and teeth and healthy nervous system.	Eggs, fish, lean beef, cauliflower, spinach.
Iodine.....	Prevents goitre.	Salt water fish. Iodized salt. Kelp.
5. VITAMINS		
A.....	To aid growth. To aid vision and prevent night blindness.	Butter cream, whole milk, carrots.
B ₁	To increase resistance to infection.	Bread, whole grain cereals, milk, lean pork, liver, egg yolk.
B ₂	To improve the appetite.	
C.....	Promotes normal growth. Essential to good formation of bones and teeth. Prevents scurvy.	Citrus fruits, tomatoes, greens, cabbage.
D.....	Prevents rickets. Helps fight colds.	Sunshine, fish liver oils, canned fish.
6. CELLULOSE.....	Laxative. Regulates body functions.	Green vegetables, skins of fruits, bran.
7. WATER.....	Regulator, aids digestion of food, aids circulation.	Water, milk, fruit juices.

Rules for Writing Menus:

1. Arrange menu so that it is centered in the space allowed.
2. Name the foods in the order in which they are to be served.
3. Capitalize all words in a menu except small words like "and" or "of."
4. The main dish of a course is centered on a line with the accompaniments on either end of the next line.

SUGGESTIONS TO AID MEAL PLANNING

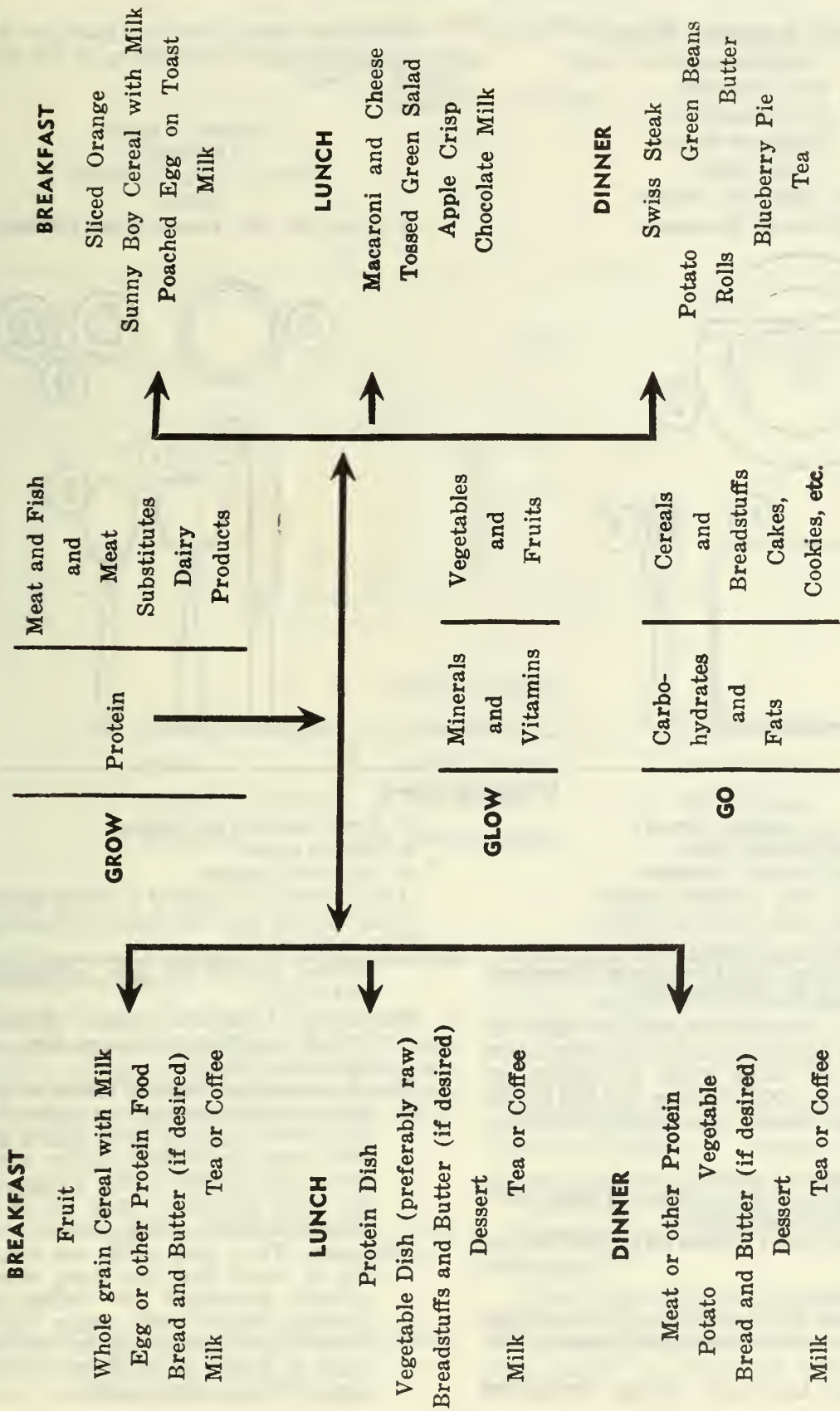
1. Refer to Canada's Food Rules when planning meals.
2. Do not serve too much of any one food element in the same meal, e.g. potatoes, rice and bread, too much carbohydrate.
3. Do not serve the same food twice in the same meal, e.g. apple juice, apple pie.
4. Clear soups are dinner soups, cream soups are luncheon soups.
5. Vary texture of foods, e.g. do not serve creamed vegetables, cream pudding.
6. Vary colour, e.g. do not serve white fish, cauliflower, boiled potatoes.
7. Vary method of cooking, e.g. do not serve boiled fish, boiled cabbage, boiled potatoes.
8. Serve some hot foods and some cold foods at every meal.
9. Serve hot foods hot and cold foods cold.
To insure good nutrition the day's meals should be checked against Canada's Food Rules.

Rules For Setting Table

1. A cover is place setting for one person. It includes the silver, glassware, china, and unless a table cloth is used, a place mat.
2. The dining room must be in perfect order.
3. If a table cloth is used cover the table with a silence cloth. The table cloth should be placed so the centre fold is upwards. The table centrepiece should be low enough not to obstruct the view.
4. Silver should be placed in the order of use from the outside in towards the plate one inch from the edge of the table.
5. All silver should be placed at right angles or parallel to the edge of the table.
6. Place knives at the right of the cover with the cutting edge turned towards the plate.
7. Spoons are placed to the right of the knives.
8. Forks should be placed to the left of the cover with the tines turned up.
9. There should not be more than 3 pieces of silver on each side of the cover.

10. Place the water glass at the tip of the largest knife.
11. Place the bread and butter plate to the left of the tines of the largest fork.
12. The butter spreader is placed on the bread and butter plate either parallel or at right angles to the edge of the table.
13. The serviette is placed to the left of the forks and below the bread and butter plate with open edge towards the cover and to the edge of the table.
14. Place salts and peppers near the corners.
15. Place the chairs so that the edge of the seat is in line with the edge of the table.
16. The family or guests remain standing until the hostess or mother is seated.
17. Seat yourself and rise from the right side of the chair which is to your left.

MEAL PATTERNS — Canada's Food Guide



VITAMIN D

Similarly different lines may be drawn from Glow, Go and Vitamin D to the meal patterns and menus indicating how Canada's Food Guide is used for one day.

Reference: "Right Eating" Carnation Company

MENU PLANNING

Sample Breakfast Menus

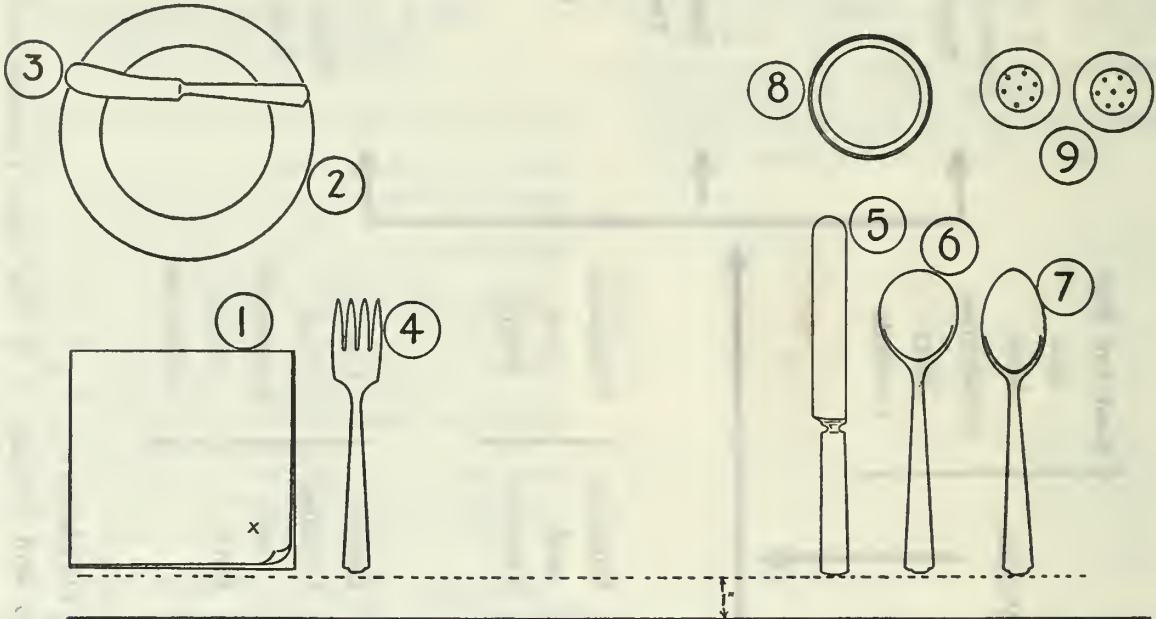
- Applesauce
- Bran Muffins
- Hot Chocolate
- Choice of Fruit
- Egg Dish
- Tea Biscuits, Butter
- Choice of Beverage

The silver, china, linen and glass put in place for one person at the beginning of the meal are called a **cover**.

Menu:

- Coddled Apples
- Oatmeal
- Creamy Eggs on Toast
- Cocoa

A cover for the above meal follows:



Breakfast Cover

1. Serviette (x—open corner).
2. Bread and butter plate.
3. Individual butter spreader.
4. Breakfast fork (dessert fork).
5. Breakfast knife (dessert knife).
6. Cereal spoon (dessert spoon).

7. Fruit spoon (tea spoon).
 8. Water glass.
 9. Salt and pepper.
- All silverware is placed 1" from table edge.
Chairs are in line with the overhanging table cloth or table edge.

Dishes, Silverware and Glassware Required on a Breakfast Cover

You may use a table cloth or place mats. (A silence cloth or cork mats under the cloth save the surface of the table when hot dishes are used. Always serve **HOT food on WARM plates**. Serviettes, water glasses and a table decoration are used for all meals.

For First Course:

Fruit: Sherbets or fruit dishes on small service plates; teaspoons.

For Juice use small glasses on a small service plate.

For Second Course:

Cereal: Fruit bowls, service plates, dessert spoons, creamer, sugar bowl, sugar shell.

For Main Course:

Egg Dishes: Luncheon plates, forks and

knives, platter for egg, serving spoon and fork.

Pancakes: Luncheon plates, forks and knives, platter for pancakes, serving spoons and fork.

For Breadstuffs: Toast, Muffins or Hot Biscuits—served on a warm plate wrapped in a clean cloth serviette, bread and butter plates, individual butter spreaders, butter dish, butter knife. (These may be the main course, or may be an accompaniment to the main course).

Beverage: Tray, tray cloth, tea pot, coffee pot or cocoa jug, tea cups, saucers, 5 o'clock teaspoons or coffee spoons, creamer, sugar bowl, sugar spoon, hot water jug. (Spoons are not necessary if sugar is added to beverage in preparation). Cocoa—fruit drink.

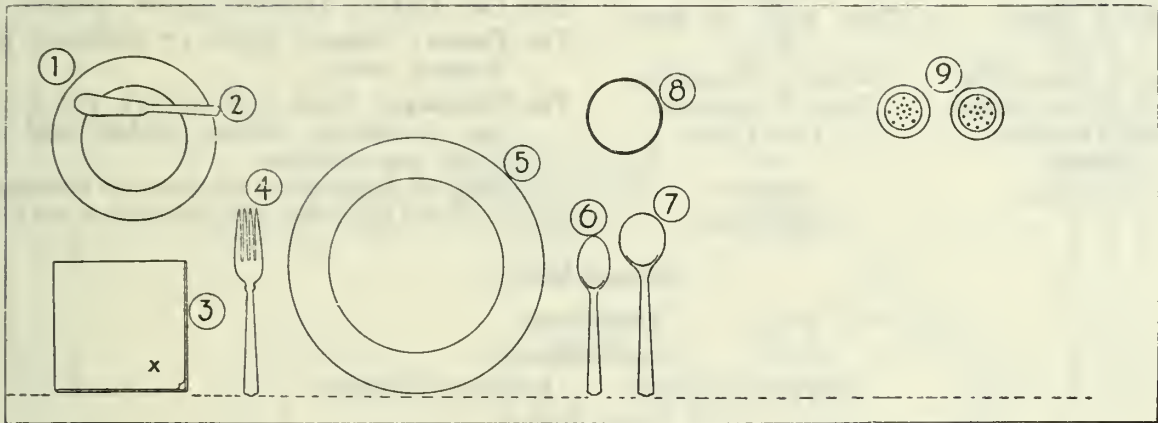
Luncheon Menu

Cream of Tomato Soup

Raw Vegetable Salad Bran Muffins

Vanilla Blanc Mange

Milk



Luncheon Cover

- | | | |
|--------------------------------|----------------------------------|--------------------|
| 1. Bread and butter plate. | 3. Serviette (x is open corner). | 6. Dessert spoon. |
| 2. Individual butter spreader. | 4. Salad fork. | 7. Soup spoon. |
| | 5. Service plate. | 8. Water glass. |
| | | 9. Salt and pepper |

Dishes, Silverware and Glassware Required on a Breakfast Cover:

You may use a table cloth or place mat. A silicone cloth or cork mats under the cloth save the surface of the table when hot dishes are used. **ALWAYS SERVE Hot food on Warm plates.** Serviettes, water glasses and table decorations are used at all meals.

First Course:

Soup: soup bowls, service plates, soup spoons.

Main Course:

Scalloped Dish or Creamed Food: luncheon plates, knives and forks.

Salad: Luncheon plates, salad forks.

Breadstuffs: Muffins, Tea Biscuits or Bread: bread and butter plates, butter spreaders, butter dish, butter knife, covered dish or bread tray, (For hot muffins, use a cloth serviette on the bread plate to keep muffins warm).

Dessert:

Dessert dishes, or sherbet glasses, service plates, tea spoons.

Accompaniment to Dessert Course:

Cake: cake plate; may use a doily.

Cookies: cake plate; may use a doily.

Beverage:

Tray, tray cloth, tea pot, coffee pot, or cocoa jug, tea cups and saucers. 5 o'clock tea spoons or coffee spoons, cream pitcher, sugar bowl, sugar spoon or tongs, hot water pitcher, slop bowl.

Dinner Menu

Dinner is a meal at which meat, potatoes and extra vegetables are served. It is the largest meal of the day. It is served at noon or in the evening when the whole family is at home.

Type Menu

Swiss Steak	Mashed Potatoes
Buttered Carrots	Celery Curls
	Apple Pie
	Beverage

Dinner Menu

Type I

Fruit Juice
Meat
Cooked Vegetable
Simple Green Salad
with Dressing
Dessert
Beverage

Type II

Clear Soup or Juice
Meat
Cooked Vegetable
Raw Vegetable
Cup Cake
or
Pastry
Beverage

Equipment:

Lunch cloth or table cloth (large), salt and pepper, water glasses.

For Appetizer: Small glasses, small plate.

For Meat: Platter, hot plate mats, serving fork, dinner knives and forks.

For Salad: Salad bowl and tablespoon or individual salad plates, salad forks.

For Vegetables: Vegetable dishes, tablespoons.

For Soup: Soup bowls, service plates, soup spoons.

For Cup Cakes: Dessert plates, dessert forks.

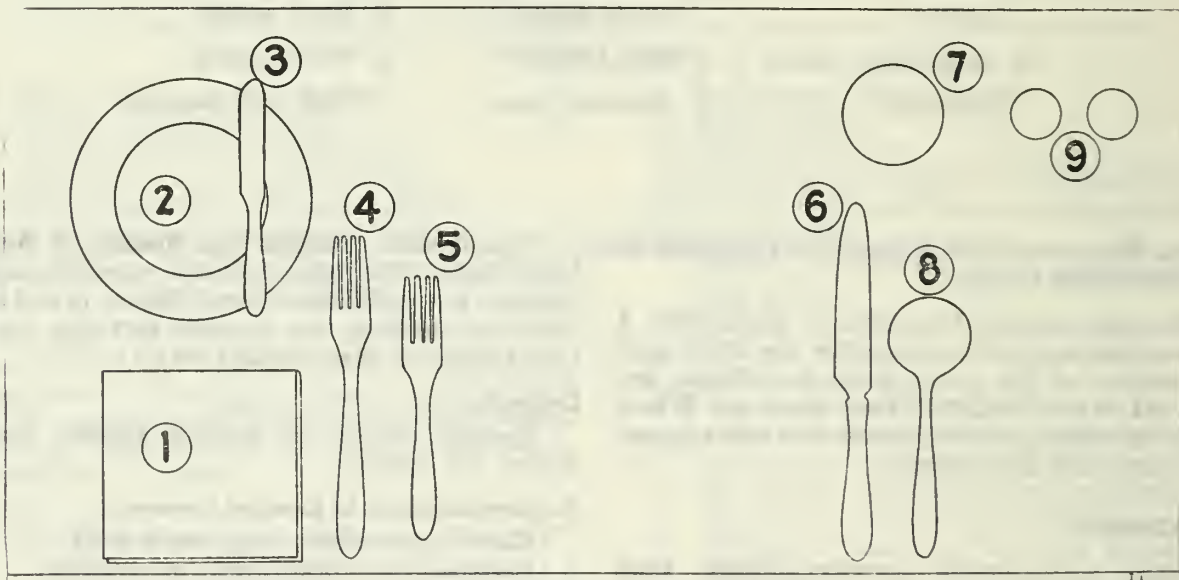
For Pastry: Dessert plates or luncheon plates, dessert forks.

For Beverage: Cups and saucers, pot for serving, teaspoon, cream pitcher and sugar bowl, sugar spoon.

Place all equipment for serving beverage on a tray which has been covered with a tray cloth.

Dinner Menu

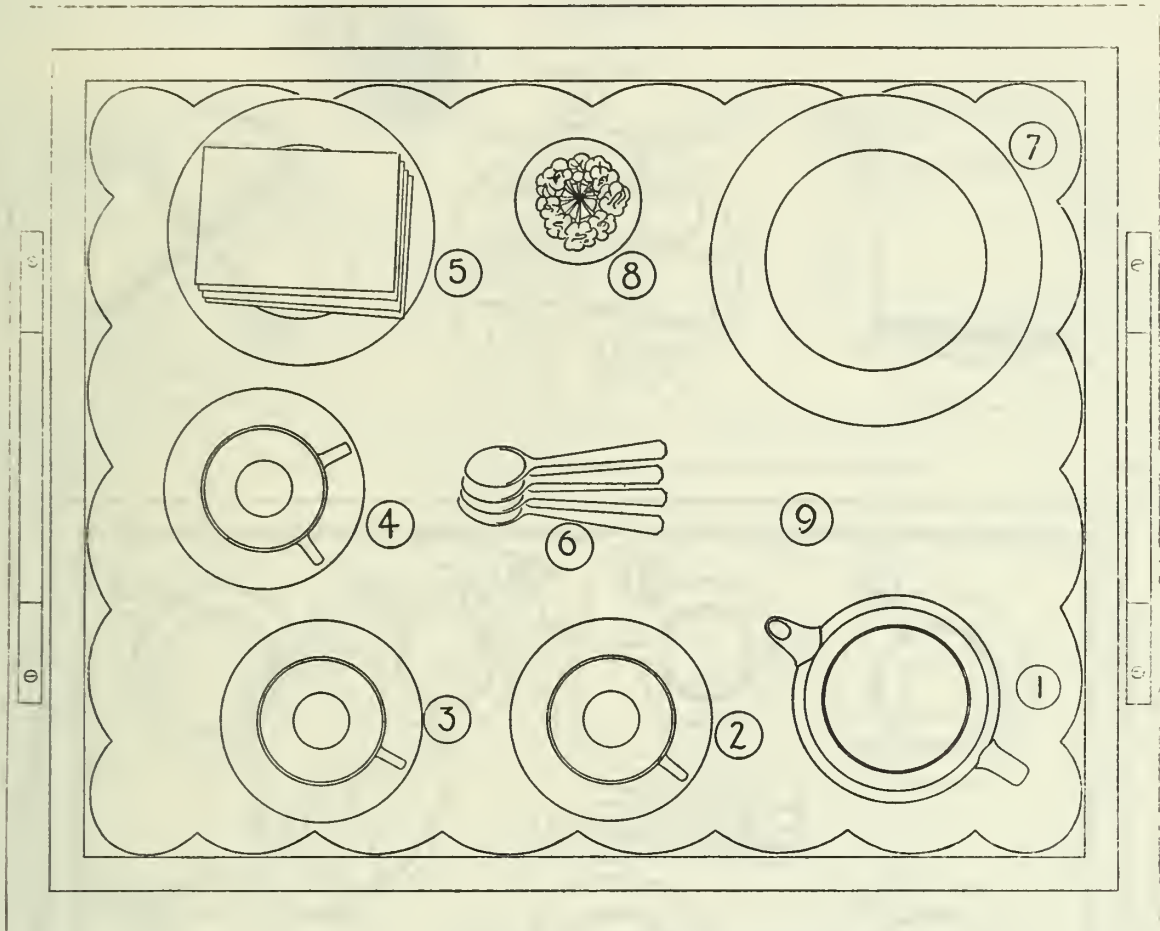
Consomme
Swiss Steak
Mashed Potatoes Buttered Cabbage
Green Salad
Bread
Apple Pie
Beverage



Dinner Cover for Above Meal

- | | |
|--------------------------------|---------------------|
| 1. Serviette. | 6. Dinner Knife. |
| 2. Bread and Butter Plate. | 7. Water Glass. |
| 3. Individual Butter Spreader. | 8. Soup Spoon. |
| 4. Dinner Fork. | 9. Salt and Pepper. |
| 5. Dessert Fork. | |

Setting of Cocoa Tray for Four



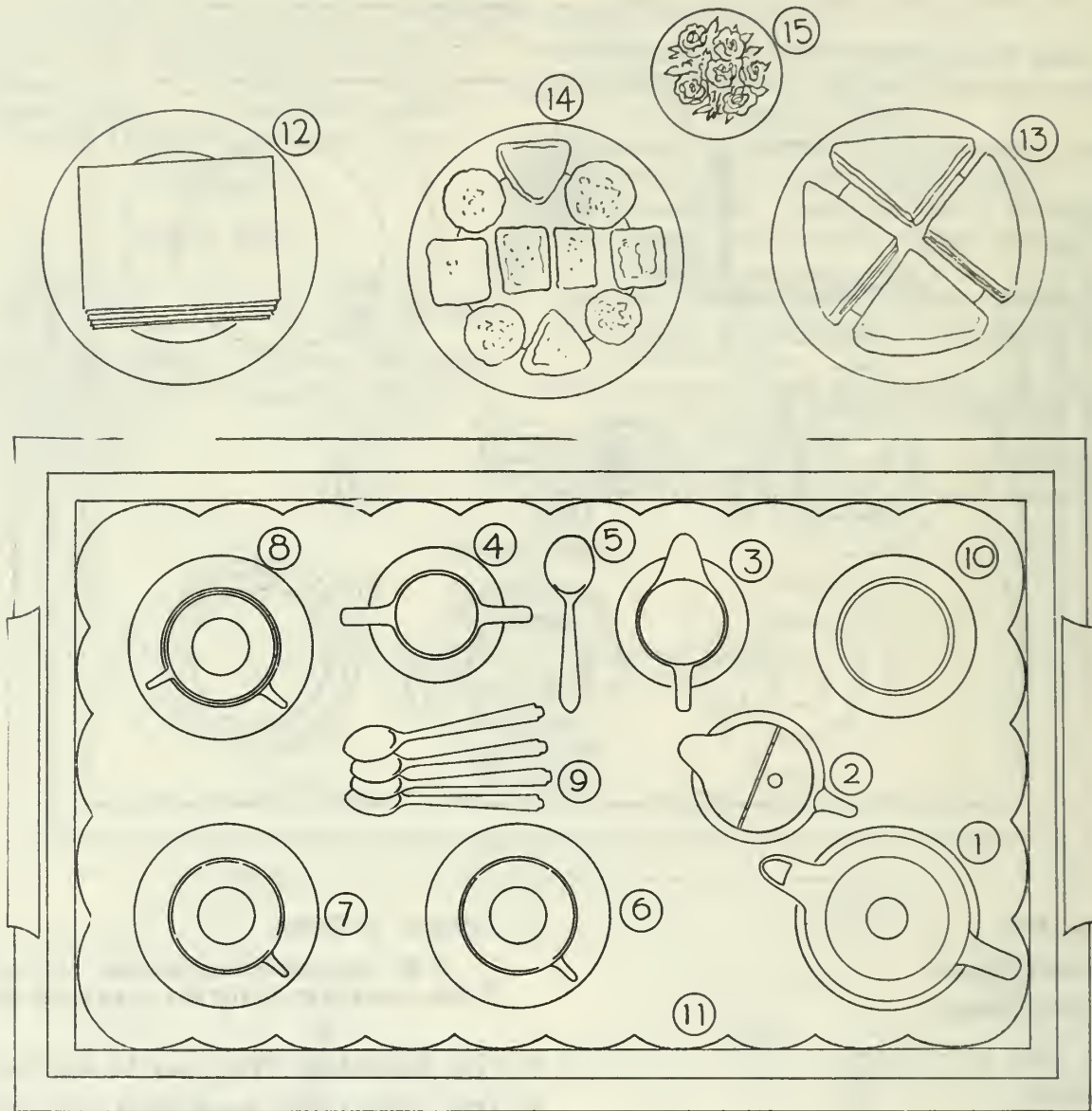
1. Cocoa Pot.
2. Cup and Saucer.
3. Cup and Saucer.
4. Two Cups and Saucers.
5. Serviettes.
6. Tea Spoons.

7. Cookies or Toast.

N.B.: Serviettes and cookies are omitted if this cocoa tray is for the breakfast table).

8. Tray decoration. (This may be omitted).
9. Tray cloth. (Must never hang over edge of tray).

Setting of a Tea Tray or a Coffee Table for Four



1. Teapot
2. Hot water jug
3. Cream pitcher
4. Sugar bowl
5. Sugar shell or spoon
6. Cup and saucer
7. Cup and saucer
8. Extra cups and saucers
9. Tea spoons
10. Cold tea bowl
11. Tray cloth (must never hang over the edge of a tray).
12. Serviettes (must be passed on plate—placed on table as most trays not large enough).
13. Plate for sandwiches—placed on table as most trays not large enough.
14. Plate for cookies—placed on table as most trays not large enough.
15. Small table decorations—placed on table as most trays not large enough. More cups and saucers can also be placed on the table.

DINNER MENU

Consommé

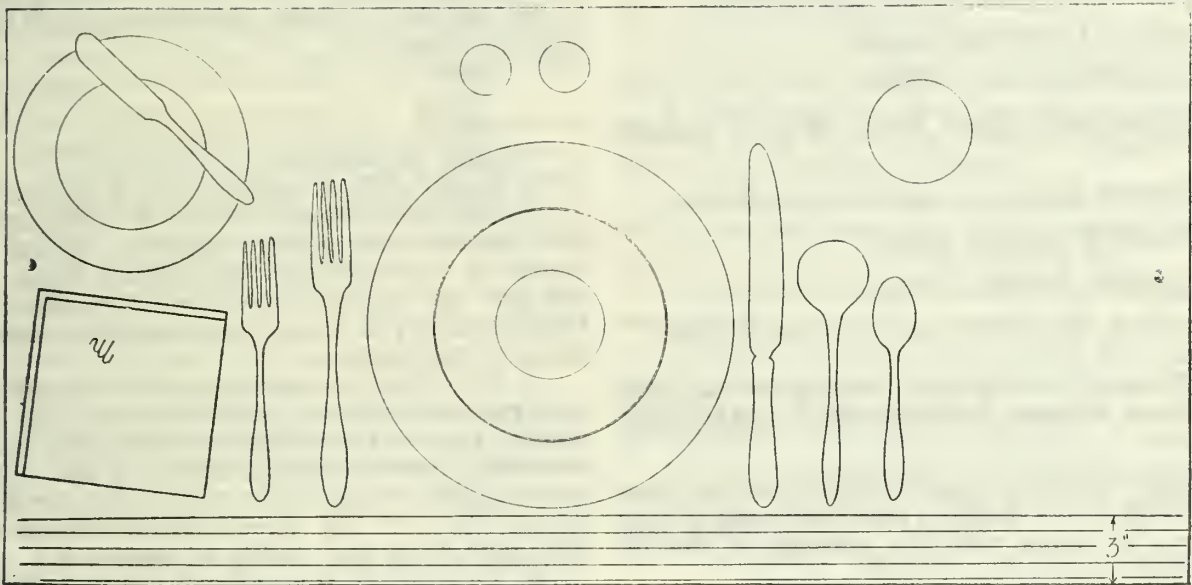
Roast Beef

Potatoes Cabbage

Bran Muffins

Apple Pie

Tea



The following are errors in the above cover:

- a. The soup spoon should be at the far right.
- b. The sharp edge of the knife should face the plate.
- c. The dessert fork should be next to the plate.
- d. The open corner of the serviette should be at the lower left of the fork.

e. The bread and butter knife should be vertical or horizontal on the bread and butter plate.

f. All silver and china should be up one inch from the edge of the table.

g. The water glass should be placed at the right of the tip of the largest knife.

SEWING AND PERSONAL CARE

SEWING AND PERSONAL CARE

References:

- Practical Sewing—Everson.
Your Clothes and Personality—Ryan.
Singer Sewing Book—Pickin.
Fundamentals of Home Economics—Jensen, Jensen & Ziller.
From Thimble to Gown—VanGilder.
Today's Clothing—Baxter.
Sew a Fine Seam—Wilson.
Dressmaking Made Easy—McCall Pattern Corp.
Costume and You—Bradley and Dietz.
Simplicity Sewing Book.
Butterick Sewing Book.
Fashion Magazines and Pattern Books.

N.B. Pinning, basting and pressing are **essential** if you are to have a professional looking garment.

Note: All cutting, and machine sewing must be done at school. Basting and hand sewing may be done at home with the consent of the instructor.

Before choosing pattern or material consult your Instructor. Some materials are very difficult to work with.

The choice of colors for your type is determined mainly by the color of your hair, eyes and general skin tones. The chart on page 41 will help you to determine your type and serve as a guide in helping you choose your colors. Remember it is a general guide, and each girl must also try the color in fabric to make sure that it is exactly right for her. There are many other colors, some of which will be good, others poor for you. Try to decide why a color is good or poor for you.

INSTRUCTIONS

HOW TO SHRINK WOOLEN MATERIAL

Roll it in a sheet wrung out of warm water. Leave over night. Hang until dry. Press with a warm iron and heavy pad, using a pressing cloth. Do not place iron directly on material as it may mark it. (If a steam iron is used omit the pressing cloth).

HOW TO SHRINK COTTON

If material is not pre-shrunk, shrink by soaking material for $\frac{1}{2}$ hr. in a pan of lukewarm water and hang up to dry, leaving in original folds. Press material parallel to the selvedge. Do this at home.

HOW TO USE A PATTERN

1. Have your partner or your Instructor take your measurements. Use your reference books to find out how to take measurements. Make a chart of these:

Bust _____
Waist _____
Hip _____
Size of pattern _____

2. Select style of pattern that is suitable.

3. Buy the pattern. Be sure it is the correct size. Before buying your material, consult the charts on the back of your pattern. These will tell you the amount of material required for the style that you have chosen and the materials suited to the pattern.

4. Now that you have your material and pattern you are ready to begin work on your garment. Take out the instruction sheet and read it carefully. Learn what the marks on the pattern mean. Pick out the style which you are going to use. Pick out the directions for cutting that suit your style and width of material.

5. Pick out all the parts of the pattern that you will need for the style that you have chosen. Put the parts that you are not using back in your envelope.

6. Check pattern to see if it needs altering. If necessary, alter pattern.

7. Lay pattern on the material to see if there is enough material.

8. Press pattern. Using directions from the instruction sheet, pin pattern on material. Watch carefully your direction marks. Pin each piece on securely.

9. Before cutting, have the layout checked by the Instructor.

10. Cut carefully. Cut all notches away from the edge of the material, otherwise you will spoil the seam allowance.

11. Before taking off pattern, mark in darts, etc., with tailor's tacks.

HOW TO EQUIP A SEWING BOX

Bring the following from home:

1. A strong box large enough to carry your equipment without crowding it.

2. A thimble to fit comfortably on the third finger of your hand.
3. Thread to match your material.
4. Basting thread in any color other than black.
5. A sharp pair of scissors. See that you have your name on them.
6. Box of dressmaker pins.
7. A package of needles, assorted sizes, 5 to 9.
8. Include embroidery needles.
9. Tape line, pin cushion, etc.

DIRECTIONS FOR CHOICE AND BUYING OF MATERIAL

1. Choose pattern and "style" (on envelope of pattern).
2. Find material suitable for the desired garment, consider: colour, texture, quality and washability.

Note: It may happen that you choose your material first. If so, take care to choose a pattern suitable in cut and line for that particular material. Soft materials that drape well are suited to patterns with gathers and flowing lines.

3. **Buy enough material.** Follow the table on the back of the pattern envelope. The amount is determined by the width of material you buy and the size of the pattern.

In buying look carefully at all prints to make sure whether there is a definite "up and down" to the design. If there is, extra material may be needed to allow for this. Choose material that does not fray easily.

4. All garments which are to be washed must be cut from pre-shrunk material. Consult your instructor about your material. Pre-shrinking should be done before the first day in Dressmaker.

Caution: When ironing, do so along the lengthwise fold. The torn ends, and selvedge edges should fold together exactly. If they don't, stretch the wet material until it does fold as above.

Note: When folded thus it should lie flat on the table.

DIRECTIONS FOR CUTTING A GARMENT FROM A COMMERCIAL PATTERN

1. Measure width of your material.
2. Draw a circle around the picture on the envelope of the pattern which represents the "style" you wish.
3. Turn to the table on the back of the envelope and find how much material you need for that style in your size and width of material.

(This table should have been your guide when purchasing the material.) If you haven't as much material as called for report the shortage to your instructor.

4. Open the pattern. Check on the envelope the number of pieces there are to your pattern. Count and make sure that you have all the pieces. If not notify your instructor.

5. Find the guide sheet. Circle the plan for cutting out your size of pattern on your width of material for the style you want.

6. Using the cutting chart as a guide, pick out the pieces of pattern you will be using. Fold any other pieces and put them back in the envelope.

7. Pin darts, tucks, pleats, etc., by matching their lines or perforations.

8. Pin pattern together along seams **giving seam allowance indicated in guide sheet.**

9. Have pattern fitted on you by your instructor. The alteration chart in your pattern shows how a pattern is altered.

10. When the pattern is made to fit you take out all pins not necessary to the alterations. All darts, tucks and pleats are opened out.

11. Press your pattern out with a moderately warm iron.

12. If your material does not lie flat, press it too. It should fold lengthwise with selvedge edges and torn edges folded together, unless the cutting guide indicates a different lay out.

13. Lay your pattern out on your material following the plan for cutting that you circled on your guide sheet.

(a) Note pattern markings indicating placing on fold, straight grain of material and printed instructions.

(b) Notches cut or printed indicate markings to aid in putting the correct pieces together. **These are not to be cut into the seam allowances. They are to be cut outward.**

(c) Arrows indicate "lengthwise" on the material and must be placed along the warp threads (along the lengthwise, straight of the material). If the material is figured or has an up and down pattern or pile it is very important that the pattern be placed all one way. If it is plain material the lengthwise or crosswise **straight of the material may be used.**

Have your plan for cutting **checked by your instructor** before you pin the pattern all down, even if you are **sure** it is right.

(d) When pinning your pattern on to your material, a pin every 2 inches is needed on curves, and on slippery

materials; 4 to 6 inches on cotton and firm wool.

- (e) Often your direction sheet shows 2 pieces to be cut from one part of your pattern on **single material**. Always one piece is to be a counterpart of the other piece and is indicated by showing one side of the pattern in continuous line and the other side in broken line. If these two are adjacent to one another it may be easier to fold the material and cut them both at the same time. If you plan to do this have your instructor check it before you cut. Try to visualize the pieces in the finished garment. This will help you understand why the cutting is done **just so** and it will prevent your making serious mistakes, such as two sleeves for one arm and none for the other, or two sides for the left front of your garment and none for the right front.
- (f) Before **cutting**, you should have decided how you are going to finish your seams. It is always smart to have made a sample of the seam you will use out of some scrap material or a piece of your material which can be easily obtained after your pattern has been pinned on **and checked**. Consult your instructor when deciding on your seams. Keep your sample seam. It is to be handed in and marked. Have your instructor check your work after pattern is pinned on and before cutting.
- (g) Now cut out your garment. Be sure you allow for alterations necessary and remember that notches are cut out.

After cutting, mark darts or tucks with tailor's tacks. Mark the centre front and centre back by means of basting stitches. Mark any other perforations that may be necessary.

You are ready to start work on your garment. Follow the directions in the guide sheet step by step. Be sure to have all darts, seams, etc., basted. Stitch long seams from the bottom up to avoid stretching seam with resultant sagging. Have basting checked by instructor before proceeding with the machine sewing. Finish as directed in sewing guide.

COMMON FABRIC FINISHES

Sanforized—Pre-shrunk fabrics. Fabrics labelled sanforized will not shrink more than 1% in either length or width according to government standards.

Mercerized—A treatment of cotton with caustic soda at low temperatures, which makes cotton stronger, more lustrous and more susceptible to dye.

Colorfast—Garments which show no noticeable loss of color during the normal life of the garment.

Mitimized—Mothproofed. Chemical treatment of wool to make it resistant to moth attack.

Blend—A mixture of different fibres in the yarn to produce certain desired properties in the fabric.

Crease Resistant—A term used to describe fabrics which have been chemically treated to resist and recover from creasing.

Tebilized—Fabrics which have been treated to specific standards of crease resistance.

Bellmonized—A starchless finish which gives lasting crispness to sheer cottons. Bellmonized fabrics do not require starching when laundered.

Crease Retention—The ability of a fabric to retain a pleat or fold that has been deliberately created, usually by heat treatment. Heat setting of thermoplastic fibres makes creases permanent. Used in perma pleated garments or materials.

Wash and Wear—A fabric which may be washed and worn without ironing. Other names for this finish—Drip Dry, and Minimum Care.

Water Repellant—A textile fibre, yarn or fabric with the ability to resist surface wetting.

Warp—The threads that run lengthwise of the material.

Woof—The threads that run from selvage to selvage.

Selvage—The woven or finished edge of the material.

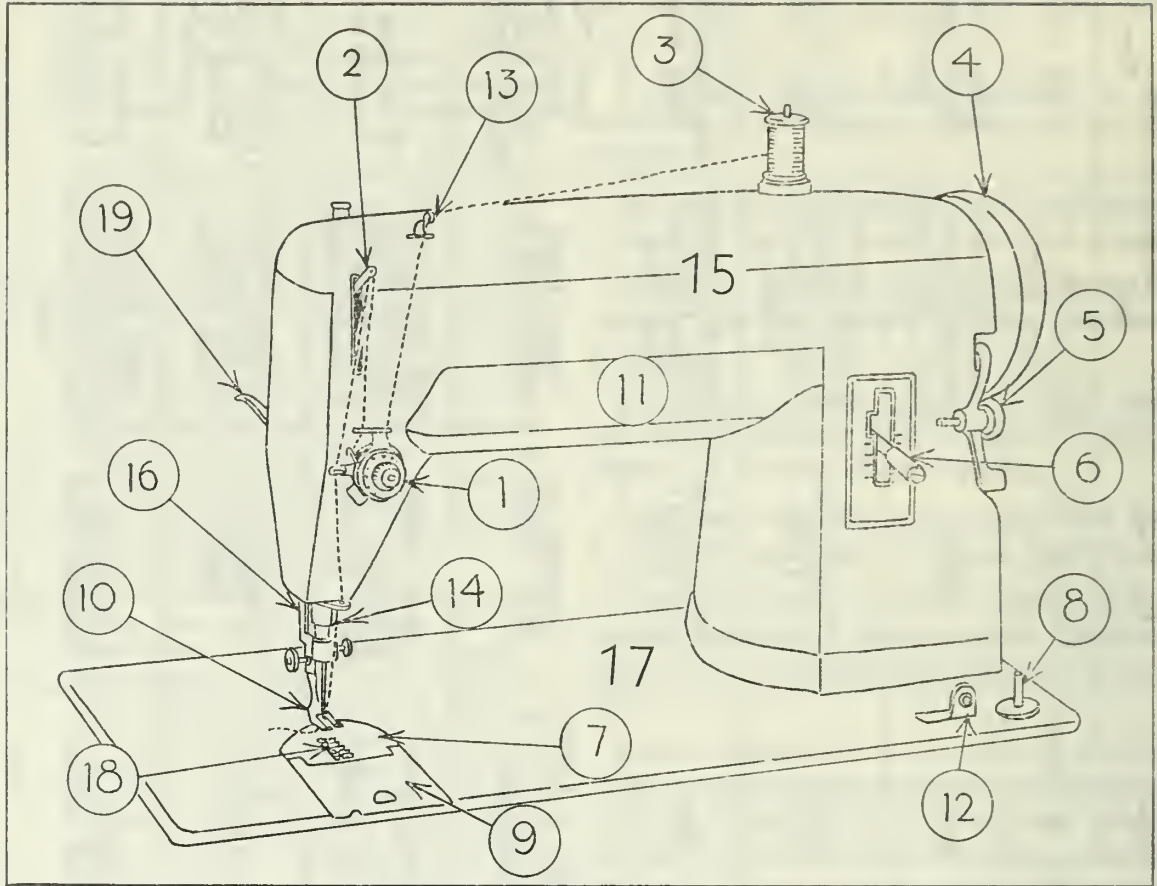
Straight Grain—Is either the lengthwise or crosswise thread of the material.

Bias—A line or cut running diagonally across the texture of the material.

GUIDE TO CHOICE OF COLOR IN CLOTHING

Type	Hair	Eyes	Skin Tone	Colors to Wear	
				Good	Poor
Titian	Fair or Blonde	Blue or Green	Creamy, Fair or Florid	Soft Greens, Soft Blues, Black	Reds, Pinks
	Dark or Brunette	Brown	Olive	Soft Greens Warm Browns Yellow, Dark Rust	Reds, Pinks Choose Blues carefully
	Pure	Blue	Creamy, Fair or Florid	Blues, Softwood Browns, Greens, Pastel Pinks Yellows	Sand, Orange Most Reds
Blonde	Golden	Blue	Creamy, Fair or Florid	Blues, Blue-Greens Teal, Mauves, Black, Grey	Sand, Most Reds Most Pinks
	Ashen	Hazel or Green Blue, Grey	Colorless or Dull Yellow	Greens, Blues Warm Browns	Sand, Tans Most Reds Most Yellows Black—doubtful
In Between	Light Brown	Gray, Blue or Hazel	Dull Yellow Frequent tendency to freckle	Rose, Wine, Brown (Greens, Greys, Blues, according to color of eyes)	Most Tans and Orange tones
	Bright Brown	Brown	Yellow or Golden	Warm Browns Most Reds Rusts, Yellows	Blues, Greys Black (usually) Choose Green carefully
Brunette	Dark Brown or Black	Black or Dark Brown	Olive or Ruddy Olive	Reds, Yellows Coral, Brown or Black (depends on hair)	Blues, Greys Choose Greens carefully
	Irish	Blue or Gray	Creamy, Fair or Florid	Orange tones Grey, Blue	Usually Yellow or Wine, Black

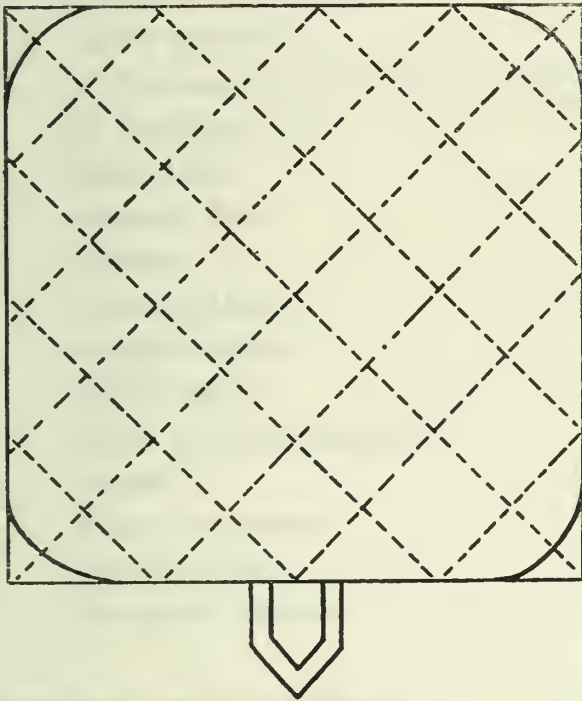
DIAGRAM OF A SEWING MACHINE



- | | |
|---------------------------------|----------------------------|
| 1. Upper tipper tension | 11. Light |
| 2. Thread take-up lever | 12. Bobbin eyelet or guide |
| 3. Spool pin | 13. Thread guide |
| 4. Balance wheel | 14. Thread cutter |
| 5. Bobbin winder | 15. Arm |
| 6. Stitch regulator | 16. Needle bar |
| 7. Throat plate | 17. Bed |
| 8. Spool pin for winding bobbin | 18. Feed dog |
| 9. Bed slide | 19. Presser bar lifter |
| 10. Presser foot | |

EMBROIDERED AND QUILTED POT-HOLDER

1. Cut out 3 pieces of material 8 inches square.
2. Make a simple design on one square, and embroider it.
3. Put enough cotton batting between the other 2 pieces of cloth to make a pot-holder, which will be thick enough to handle hot dishes. Baste the pieces together.
4. With a ruler and a pencil draw diagonal lines one inch apart.
5. Stitch on these lines with matching or contrasting thread.
6. With sharp scissors trim the edges and round off each corner.
7. Apply a bias binding to finish the raw edges.
8. Finish the pot-holder by making a loop of tape.



A Well Groomed Girl

A well groomed girl is suitably dressed at all times.

Her nails are well manicured.

She is careful to use a suitable deodorant.

She is clean and neat.

Her clothes are clean and well ironed or pressed.

Her stocking seams are straight.

Her shoes are clean and well polished, the heels are straight and not run over.

Her hair is clean, shiny and well brushed.

To Polish Shoes:

You should polish your shoes every day to preserve the leather, and to have a neat appearance.

1. Put newspaper on the table. Get the shoe polish kit. You need a soft brush for polishing, and two cloths.
2. Wipe your shoes to remove dust. Wipe over the shoes carefully with a damp cloth.
3. Dry shoes well with the other cloth.
4. Apply polish sparingly with a soft cloth or brush.
5. Let polish dry.
6. Polish shoes with a soft brush or cloth.
7. A second layer of polish is now applied.
8. Polish.
9. Sprinkle a few drops of cold water on black shoes, and rub a lemon rind on brown shoes. This hardens the polish.
10. Polish again.
11. Wash cloths and put on drying rack.
12. Tidy shoe polish kit and put away.

To Give a Manicure:

1. All equipment and supplies are in the manicure table.
2. Remove old polish with nail polish remover. Use a piece of absorbent cotton moistened with the remover. Be sure to remove all old polish.
3. Soak nails well in warm soapy water. Scrub nails well with nail brush.
4. Using an emery board, shape the nails. The nail should be the same shape as the base of the nail.
5. When you have the correct shape, smooth nail well with the fine side of the emery board.
6. Soak hands again in soapy water.
7. Apply cuticle remover with orange stick wrapped with absorbent cotton. Work very carefully pushing cuticles back gently so moons are exposed. The cuticle is very tender.
8. Massage hands and fingers with a good hand cream or lotion.
9. Wash hands well. Use the nail brush. Dry hands and fingers well.
10. If you wish to use nail polish, use neutral (colorless) or light-colored polish. Remove any polish which is near the cuticle with the pointed end of the orange stick.
11. Have the Instructor mark your manicure.
12. Return equipment to the manicure table or drawer.

To Clean Combs and Brushes:

Always wash your comb and brush and pocket comb well each time you wash your hair. Once a week is not too often to clean brush and comb.

1. Dip comb and brush up and down vigorously in a pan of lukewarm suds.

2. Run comb through the brush many times.
3. Rinse in clear lukewarm water—be sure all soap is removed.
4. Dry well on a clean towel.
5. Place brush with bristles down to dry.



HOME NURSING AND CHILD CARE

References:

Home Nursing and Child Care—Turner, Morgan and Collins.

St. John's Ambulance Home Nursing.

Metropolitan Pamphlet.

St. John's First Aid.

Health, Home Nursing Emergencies—Red Cross Society.

Manual for Baby Sitters—Lowndes.

A First Aid Kit should contain:

A clinical thermometer

Gauze squares

1" Bandages

2" Bandages

Band Aids

Adhesive Tape

Vaseline

Rubbing Alcohol

Absorbent cotton

Baking Soda

Iodine or Mercurochrome

Aspirin

Tongue depressors

Medicine glass

Triangular bandage

Red Cross Rules of Health:

1. Eat plenty of whole cereals, vegetables and fresh fruit every day, and some meat, fish, eggs or cheese.

2. Drink at least two glasses of milk and four glasses of water every day but no tea or coffee.

3. Sleep with the windows open or in the open air. Be in bed at least 10 hours every night.

4. Be regular every day in going to the toilet.

5. Play out-of-doors every day.

6. Hold the body straight while sitting or standing.

7. Brush the teeth at least every night and every morning.

8. Take a warm bath oftener than once a week.

9. Wash the hands before touching food and after using the toilet. Keep finger nails clean.

10. Use a handkerchief over the mouth when coughing or sneezing.

11. Keep fingers, pencils, pens, erasers and rulers away from the mouth and nose.

12. Do not spit. Use a handkerchief.

Suggestions for Baby Sitting:

1. Have specific instructions from parents re what to feed child, bedtime.
2. Have phone number and address of place where parents have gone.
3. Have definite arrangements as to time parents will return and pay to expect.
4. Have doctor's phone number in case of sud-
5. Have phone number of fire department.
6. In case of fire, wrap child in blanket or coat. Get it out of the house and take it to the nearest neighbor. Phone fire department.

INSTRUCTIONS

To Make a Bed:

1. It is advisable to use a mattress cover. Use a bed pad (double thickness of flannelette) over the centre of the bed.

2. Place bottom sheet with centre fold in centre, wide hem at the top of the bed and right side up. Tuck 12" under the top of bed. If lower sheet is short, it is better to have it well tucked in at the top, even if it does not tuck in at the bottom.

3. Mitre corners by holding the edge of the sheet 18" down from the tucked-in edge. Form a triangle by lifting up and folding back on the bed. Tuck base of triangle under mattress. Then drop top triangle to form a mitred corner. If

possible mitre all corners of bottom sheet. Tuck in both sides.

4. Place top sheet (wrong side up and wide hem at top) centre fold in centre of bed and even with head of bed.

5. Place blankets 8 - 10" from top of bed. Fold top sheet down over them.

6. Tuck in blankets and sheet securely at bottom of bed. Half mitre bottom corners (let top half of triangle fall loose).

7. Shake pillow. Pleat pillow case if too big for pillow. Be sure the pleat is down. If there is embroidery on pillow cases, it should point toward the door.

8. Place spread over bed and arrange smoothly over pillow.

9. Tuck spread at bottom of bed or arrange neatly at foot of bed.

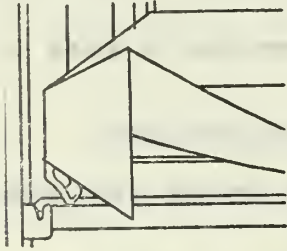


FIG. 1

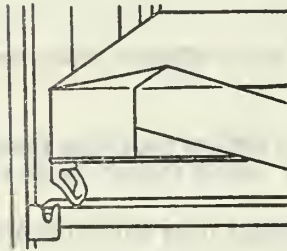


FIG. 2

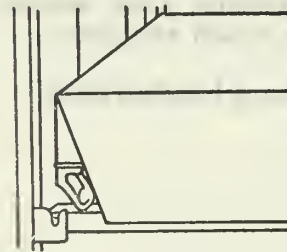


FIG. 3

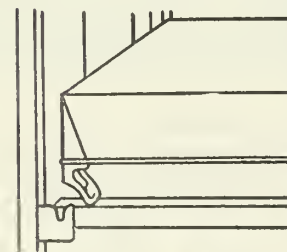


FIG. 4

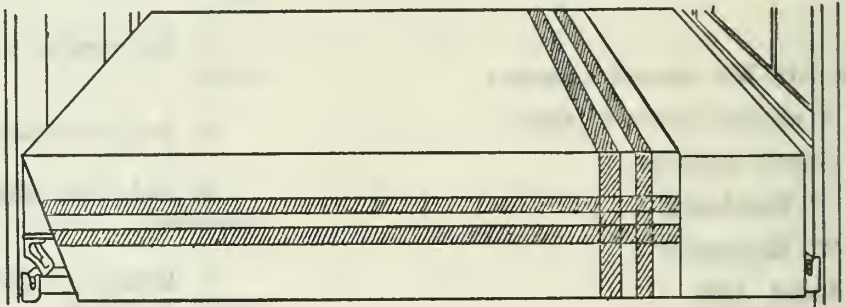


FIG. 5

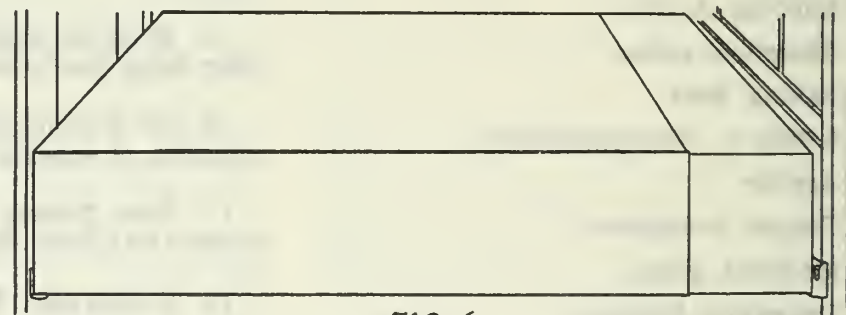


FIG. 6

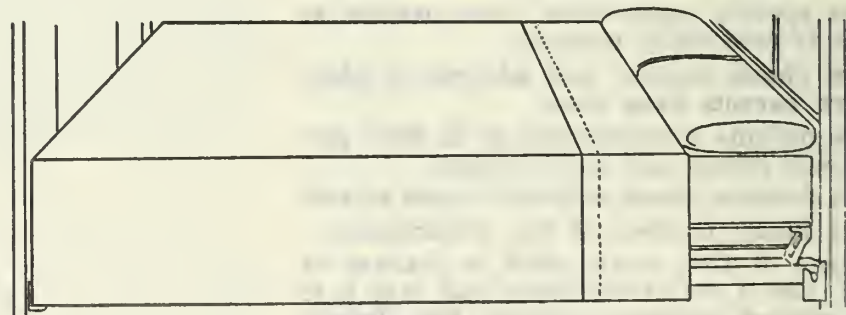


FIG. 7

HOW TO TAKE THE PULSE

The pulse is a record of the heartbeat felt through the pulsation of the blood in the arteries against your fingers.

It is usual to count the pulse on the radial artery found on the thumb side of the inner wrist.

Practice feeling the pulse by placing two or three fingers (not your thumb) over this artery. Do this several times to see what it is like, and then proceed as follows:

Equipment needed:

Nurse's chart, pencil, watch with a second hand.

Procedure:

1. Place two or three fingers over the radial artery found on the thumb-side of the inner wrist.

2. Hold the watch in your other hand.

3. Practice feeling the beating of the pulse before you begin to count.

4. Watch the second-hand and count the number of pulse-beats in fifteen seconds ($\frac{1}{4}$ minute).

5. Multiply this number by four to find the pulse rate per minute.

7. Find the average of the three counts.

8. This number is the pulse rate.

9. Record it on the nurse's chart.

The normal pulse rate is from 72 to 80 beats per minute. It is somewhat higher in women and children than in men. It is also varied with position and exercise. For example, it is lower when a patient is lying down, a little higher when sitting, still more when standing, and even higher than that when walking.

HOW TO COUNT THE RATE OF BREATHING

1. Breathing includes breathing in (inhalation) and breathing out (exhalation).

2. It is best to count the breaths without the patient knowing it, as breathing can be controlled to a certain degree.

3. A good way is to hold your fingers on the wrist and pretend to be taking the pulse, while you watch and count the rise and fall of the chest.

4. If necessary, place your hand on the patient's chest to count the rise and fall which together signify a breath.

5. Count for 30 seconds.

6. Multiply the number by two to find the number of breaths per minute.

7. Do steps 5 and 6 three separate times.

8. Find the average of the three counts.

9. This number is the breathing rate of the patient.

10. Record this on the nurse's chart.

11. Normal rate of breathing is $\frac{1}{4}$ pulse rate.

HOW TO TAKE THE TEMPERATURE

The normal temperature is 98.6. See if you can find this reading on the thermometer.

Equipment needed:

Clinical thermometer	Nurse's chart
2 glasses of cold water	Small tray
Gauze square	Alcohol
Absorbent cotton (3 pieces)	

Procedure:

1. Hold the upper end of the thermometer between the thumb and first two fingers of your right hand.

2. With a quick flick of the wrist, shake the thermometer down and away from you until the mercury is set at 96 or less.

3. Put a small piece of absorbent cotton in the bottom of the glass of water.

4. Set the thermometer in the glass on a small tray.

5. Place a gauze square beside the glass.

6. Set tray on a table near the patient.

7. Use the gauze square to wipe off the thermometer.

8. Place the bulb end of the thermometer under the patient's tongue.

9. Have the patient hold it with the lips tightly closed, but not the teeth.

10. Leave it in the mouth for 2 or 3 minutes.

11. Remove the thermometer and read the temperature like this:

12. Stand with your back to the light and look along the sharp edge between the numbers and the lines until you see the end of the column of mercury in the tube.

13. Record this reading on the chart.

14. Return thermometer to the water in the first glass, then wipe off with gauze.

15. Moisten a small piece of absorbent cotton with alcohol. Cork the alcohol at once so it will not spill or evaporate.

16. Disinfect the thermometer by wiping it up and down several times with this piece of cotton.

17. Rinse by placing in second glass of water.

18. Dry with a fresh piece of absorbent cotton.

19. Return to thermometer case with bulb end down.

TO TAKE WEIGHTS

1. Stand straight on the scales.

2. Balance your weight by standing evenly on the scales with one foot on each side of the scales.

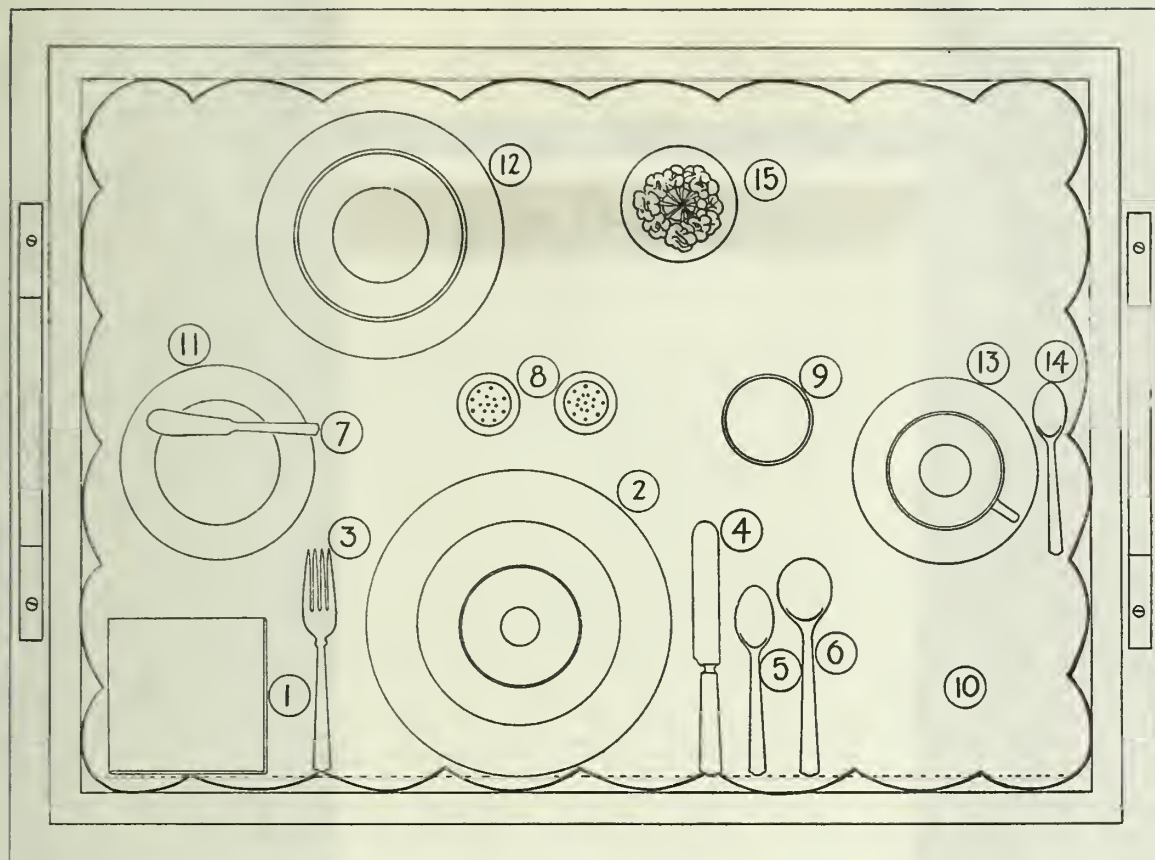
3. Record the weight.

4. Compare the weight with a reliable Height-Weight Chart.

STANDARD DIET CHART

Type of Food	Restricted Diet	Liquid Diet	Soft Diet	Light Diet	Full Diet
Cereals	Cereal Water	Gruels (well strained)	Fine Cereals (well cooked) Spaghetti White Bread Soda Crackers	Soft Diet plus coarse prepared Cereals Graham Bread Wholewheat Bread	Same as Light Diet
Vegetables and Potatoes			Pureed Vegetables Baked Potatoes Mashed Potatoes	Vegetables (young, not coarse) Potatoes	Light Diet plus Coarse Vegetables
Fruits	Fruit Juices (well strained)	Fruit Juices (well strained)	Liquid Diet plus cooked fruits without seeds, coarse skins or heavy fibre	Soft Diet plus all cooked fruits Citrus Fruits	All Fruits
Desserts	Ices Jello	Ices Jello Ice Cream Junket	Liquid Diet plus simple desserts, milk pudding, custard, Gelatin desserts, sponge cake, Angel cake	Soft Diet plus Simple Pud- dings, Simple Cakes	Same as Light Diet
Protein: Milk Cheese Eggs Meat Nuts	Egg Nogs Egg Lemonade	Milk, Cream, Malted Milk Buttermilk Acidophilous Milk Cocoa, Chocolate Egg Nogs Albumins	Liquid Diet plus Eggs (soft cooked), creamy egg cottage cheese	Soft Diet Cheese (creamed or grated) Eggs, Poultry Fish, Sweetbreads Brains, Scraped Beef Broiled Bacon Broiled Lamb Chops	Light Diet plus Steaks Roasts Ground Meat
Soups	Clear Broth, Beef Tea, Strained Soups without milk	Clear Soups, Beef Tea, Soup (well strained) Cream Soups Tea, Coffee, Postum Kaffee Hag	Same as Liquid Diet	All soups as served by the house Liquid Diet plus Olives, Mayonnaise	All Soups as served by the house Same as Light Diet
Miscellaneous	Tea, Coffee, Postum Kaffee Hag		Same as Liquid Diet		

SICK ROOM TRAY:



Tray:

- | | | |
|---------------------------------------------------------|--------------------|------------------------|
| 1. Serviette | 5. Dessert spoon | 11. Toast |
| 2. Soup bowl and service plate, or poached egg on toast | 6. Soup spoon | 12. Dessert |
| 3. Fork | 7. Butter spreader | 13. Ovaltine |
| 4. Knife | 8. Salt and pepper | 14. Beverage spoon |
| | 9. Water glass | 15. Flowers or favours |
| | 10. Tray cloth | |

Menu:

Tomato Soup
or
Poached Egg on Toast
Pink Blanc Mange
Sponge Cake
Ovaltine

All hot dishes should be covered with a bowl or plate turned up-side down.

Use of muffin tin as a tray is novel and very satisfactory—different foods are put in the depressions.

Note: Knife and fork are not needed when soup is served. Soup spoon is not needed when poached egg on toast is served.



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